



THE CORPORATION OF THE TOWNSHIP OF CENTRE WELLINGTON

PART TIME EMPLOYMENT OPPORTUNITY COMMUNITY SERVICES - PARKS & RECREATION

Centre Wellington's Community Services Department is accepting resumes for the following part time positions: **Facility Attendant** and **Facility Assistant**.

FACILITY ATTENDANT, PART TIME

This position reports to the Facility Operations Supervisor and will be responsible for daily operations, janitorial and maintenance within the Elora Community Centre and Centre Wellington Community Sportsplex, with potential for other remote locations (Bissel Park Washrooms, Elora Fergus Tourism, and Victoria Park – Fergus).

Qualifications:

- Effective customer service and communication skills are an asset in this position.
- Applicants are also required to work safely and productively with minimal supervision.
- Applicants must be willing to work a variety of shifts including day, evening, weekends, and holidays.
- Must possess a valid Class 'G' Driver's License and maintain a clean driver's abstract.

FACILITY ASSISTANT, PART TIME

This position reports to the Facility Operations Supervisor and will be responsible for janitorial and maintenance within the Elora Community Centre or the Centre Wellington Community Sportsplex.

Qualifications:

- Effective customer service and communication skills are an asset in this position.
- Applicants are also required to work safely and productively with minimal supervision.
- Applicants must be willing to work a variety of shifts including day, evening, weekends, and holidays.

How to Apply:

Township of Centre Wellington, 1 MacDonald Square, Elora ON N0B 1S0
via email: careers@centrewellington.ca

Deadline to Apply:

Wednesday, August 10, 2022, at 4:00 p.m.

To learn more about the Centre Wellington community and the requirements for this position, please visit the Township's web site at www.centrewellington.ca and search the Job Opportunities link. Please submit your cover letter and resume in one document in .PDF format and indicate the position title in the subject line of email. The successful candidate will be required to provide proof of current and valid certificate(s) and/or educational qualifications. We thank all those that apply; however only those candidates selected for an interview will be contacted. **No phone calls please.**

Information gathered relative to this position is done so in accordance with the Municipal Freedom of Information and Protection of Privacy Act and will only be used for candidate selection. Accessibility accommodations are available for all parts of the recruitment process. Applicants must make their needs known in advance.