



CORPORATION OF THE CITY OF CORNWALL

SUMMER STUDENT EMPLOYMENT OPPORTUNITIES SUMMER 2012

SUMMER STUDENT APPLICATIONS (Limited number of positions available)

Now available at **City Hall** - Human Resources Department
360 Pitt Street
Cornwall, Ontario. K6H 5T9

To be eligible for summer employment, ***you must be returning to school full-time in the Fall*** and be registered for student employment at the Job ZONE d'emploi located at 144 Pitt Street, Cornwall, Ontario. You may register on-line for Job ZONE by visiting their website at www.jobzonedemploi.ca. Once in their website, you will see the Link - "**Are you a Student**", enter the link and further instructions will follow. Your Registration Number from Job ZONE **must** appear on page 1 of the City Summer Student Application form.

Applications must be returned to Human Resources by:

Wednesday, March 7, 2012 at 4 P.M.

*** LATE APPLICATIONS WILL NOT BE ACCEPTED**

All positions are dependent upon Budget approval. Some areas where students have been hired during past summers include: ***Department of Planning, Parks & Recreation*** (Aquatics - Lifeguard, Aquatics - Supervisor, Aquatics - Assistant Supervisor, Aquatic Event Leader, Aquatic Recruitment Leader, Playground Program, Sports & Active Games Camp, Kinsmen Music Camp, Bandshell-Special Events Assistant, Facility Maintenance, Pool Cleaners, Ball Field Attendant, General Maintenance, Rink Attendants (Summer Term), Jr. Weed Inspector, Animal Control & Parking Bylaw Enforcement Officer, General Bylaw Inspector, Planning Student); ***Infrastructure & Municipal Works*** (Surveying, Inspections, Right-of-Way Control, Traffic Counting, Geographic Information System Assistant; Wastewater Plant Grounds Keeper/Cleaning & Painting, Waterworks Surveys/Records Updates); ***Finance*** (Accounting/Tax Department, I.T. Services); ***Emergency Medical Services*** (Clerical); ***Social Support Services*** (Filing / Shredding); ***Richelieu Day Care*** (2 teacher positions). Some ECE preferred; ***Glen-Stor-Dun Lodge*** (Nursing, Dietary, Housekeeping, Maintenance, Recreologist).

Recruitment proceedings for approved positions will commence in March 2012. A general lottery for new students will be held on **Monday, March 12, 2012**.

We wish to thank all those who apply and advise that only those selected for interviews will have their applications acknowledged.

ADDITIONAL *RECREATION* APPLICATION INFORMATION

IF YOU ARE APPLYING FOR POSITIONS IN THE PLAYGROUND, MUSIC CAMP, ARTS IN THE PARK, SPORTS & ACTIVE GAMES CAMP OR AQUATICS PROGRAMS, PLEASE COMPLETE THE RELEVANT SECTION:

LEISURE ARTS SECTION (Not required for Lifeguard Applicants)

Program	Position(s)	Qualifications required (please attach a copy of any proof of qualification)
Kinsmen Music Day Camp	Instrumental Instructor	Education in music (Royal Conservatory of Music or similar) and experience with a variety of instruments such as winds, strings, woods, and percussion. Experience working with children, leadership training, Basic First Aid/CPR.
	Vocal Instructor	Education in vocal studies (Royal Conservatory of Music or similar) and musical experience, including vocal, musical instruments, arranging music, leading choirs, solos, duets, and bands. Experience working with children, leadership training, Basic First Aid/CPR.
	Musical Theatre Instructor	Experience with theatre productions including drama, improvisation, stage management, and set design. Experience working with children, leadership training, Basic first aid/CPR.
	Day Camp Supervisor	Training/Education at College/University level in related field, with experience in directing. Organizational and coordinating skills are essential. Must have prior knowledge in the fields of visual arts, music, theatre, etc. Experience working with children, leadership training, Basic First Aid/CPR.
Sports & Active Games Day Camp	Sports & Active Games Instructors	Education and experience in sports and active games. Experience working with children, leadership training, Basic First Aid/CPR. Must have at least 1 year experience working with the Playground Program or similar program.
Summer Playground Program	Playground Leader	Experience working with children, leadership training, Basic First Aid/CPR.
	Creative Arts Program Leader	Education in related field of study. One year experience working with Playground Program or similar program. Basic First Aid/CPR.
	Sports & Active Living Program Leader	Education in related field of study. One year experience working with Playground Program or similar program. Basic First Aid/CPR.
	Playground Supervisor	Education at College/University level. Experience working with children, leadership training, Basic First Aid/CPR. Must have at least 2 years experience working with the Playground Program or similar program.
Arts in the Park	Special Events Assistant (Bandshell)	College/University level with background experience/education in instrumental music and performance.

LEISURE ARTS SECTION (Not required for Lifeguard Applicants)

DO YOU HAVE A CURRENT FIRST AID CERTIFICATE? YES NO

If so, please attach a copy of your certificate to your application.

PLEASE LIST ANY TRAINING/EDUCATION YOU HAVE HAD IN THE FIELD OF VISUAL ARTS, MUSIC, DANCE, THEATRE, AND/OR DRAMA.

LIST EXPERIENCE YOU HAVE HAD IN THE VISUAL AND PERFORMING ARTS (as performer (musical/theatrical), director, technician, stage hand, costume/set design, etc.):

LIST EXPERIENCE YOU HAVE WORKING WITH A GROUP OR TEAM (i.e. Student Council, Sports Teams, Band/Choir, Theatre Groups, etc.):

LIST EXPERIENCE YOU HAVE PLANNING & ORGANIZING RECREATIONAL ACTIVITIES (i.e. performances, dances, theme days, tournaments, etc.)

HAVE YOU EVER BEEN INVOLVED IN SIMILAR CHILDREN'S PROGRAMS? YES NO

COMMENTS:

LIST ANY PREVIOUS EXPERIENCE YOU HAVE WORKING WITH CHILDREN/YOUTH GROUPS.

LEISURE ARTS SECTION (Not required for Lifeguard Applicants)

WHAT ARE YOUR REASONS FOR WANTING THIS SPECIFIC POSITION?

LIST ANY OTHER SPECIAL QUALIFICATIONS OR PAST EXPERIENCE THAT WOULD BE OF BENEFIT FOR THIS POSITION.

GLEN STOR DUN LODGE - SUMMER STUDENT REQUIREMENTS

DIETARY		
Department	Position	Qualifications Required
Dietary	Dietary Aide	must have certificate from EOHU for Food Handler Course
SUPPORT SERVICES		
Department	Position	Qualifications Required
Housekeeping	Domestic	college or university level
Maintenance	Maintenance Technician	college or university level mechanically inclined general maintenance
Resident Services	Recreologist	- in second year recreation or leisure studies course at college or university level
Nursing	HCA/Attendant	- completed one year clinical experience nursing science degree/RPN course College or University

LIST OF POSSIBLE SUMMER POSITIONS AVAILABLE - 2012

(DEPENDENT UPON 2012 BUDGET APPROVAL)

NOTE: HIGH SCHOOL STUDENTS ELIGIBLE ONLY FOR LIFEGUARDING, PLAYGROUND & POOL MAINTENANCE POSITIONS (DUE TO EARLIER START DATES OF OTHER POSITIONS).

Financial Services

- Accounting/Tax Section
- I.T. Services

Emergency Services (EMS)

- Clerical (Assist Emergency Management & Community Safety Coordinator) - (Must have the ability to use MS Office Tools efficiently)

Department of Planning, Parks & Recreation

- Aquatics
 - Lifeguards
 - Supervisors
 - Assistant Supervisors
 - Aquatic Event Leader
 - Aquatic Recruitment Leader
- Music Day Camp
 - Day Camp Supervisor
 - Instrumental Instructor
 - Vocal Instructor
 - Musical Theatre Instructor
- Sports and Active Games Day Camp
 - Sports and Active Games Instructors
- Playground Program
 - Playground Supervisor
 - Playground Leaders
 - Creative Arts Program Leader
 - Sports & Active Living Program Leader
- Arts in the Park
 - Special Events Assistant
- Facility Maintenance
 - Pool Cleaners
 - Ball Field Attendant
 - General Maintenance
 - Rink Attendants (Summer Term)
- Jr. Weed Inspector
- Bylaw Enforcement
 - Animal Control & Parking Bylaw Enforcement Officer
 - General Bylaw Inspector
- Planning/Waterfront Student

Infrastructure & Municipal Works

- Engineering Division
Surveying
Inspections
Right-Of-Way Control
Traffic Counting
Geographic Information System Assistant
- Environmental Services
Wastewater Treatment Plant (Grounds Keeper / Cleaning & Painting)
- Municipal Works
Waterworks Surveys/Records Update

Social Support Services

- Filing / Shredding

Richelieu Day Care

- 2 teacher positions. Education: Some College level courses in Early Childhood Education. Experience: Some experience working with young children, planning a variety of activities and being a responsible and reliable person.

Glen Stor Dun Lodge

- Nursing (Must have Clinical Training)
- Dietary (Must have certificate from Health Unit for Food Handlers)
- Housekeeping
- Recreationist
- Maintenance

NOTE: SPECIFIC QUALIFICATIONS ARE REQUIRED FOR THE FOLLOWING POSITIONS:

- Engineering
- Accounting & I.T. (Must currently be in a Post Secondary Program)
- Aquatics
- Nursing
- Dietary
- Bylaw
- Recreationist
- Planning/Waterfront Student - (Preferred candidate would be in a Planning program at University or College level, or in a related field, i.e. Urban Geography)
- EMS Clerical Position (Ability to use MS Office Tools efficiently)
- Richelieu Day Care - Education: Some College level courses in Early Childhood Education. Experience: Some experience working with young children, planning a variety of activities and being a responsible and reliable person.

JOB CATEGORY CHOICES

- **AQUATICS**
- **ACCOUNTING**
- **BYLAW**
- **CLERICAL**
- **DAYCARE**
- **ENGINEERING**
- **HEALTH CARE**
- **MAINTENANCE ('G' Licence Required)**
- **PLANNING**
- **POOL MAINTENANCE**
- **RECREATION**