



## Summer Employment Opportunities:

Township of Havelock-Belmont-Methuen

Closing Date: March 12, 2025

The Township of Havelock-Belmont-Methuen is seeking qualified, responsible, motivated, and team-oriented individuals for the following summer employment positions, for the 2025 season, subject to funding approval, start date is flexible based upon availability.

### **Waste Site Assistant Summer Position (\$18.50 / Hour)**

Friday to Tuesday, 40 hours per week with the requirement to work weekends and statutory holidays. (1 position)

### **Building Administrative Assistant Summer Position (\$18.50 / Hour)**

Monday to Friday, 40 hours per week with some evening/weekend work. (1 position)

### **Library Assistant Summer Position (\$17.20 / Hour)**

Monday to Friday, 30 hours per week. (1 position)

### **Parks, Recreation and Facilities Labourer Summer Position (\$18.50 / Hour)**

Monday to Friday, 40 hours per week with some evening/weekend work. (3 positions)

### **Administrative Assistant Summer Position (\$18.50 / Hour)**

Monday to Friday, 40 hours per week. (1 positions)

All applicants must be able to work the schedules specified in the job description. Applicants are required to be between the ages of 15 to 30 years old. Related post-secondary education is preferred for all positions.

A valid, clean Ontario Class G2 or G Drivers' license is required for the Parks & Recreation Labourer, Building Administrative Assistant and Public Works Labourer positions.

Complete job descriptions can be found on the Townships website at [www.hbmtwp.ca](http://www.hbmtwp.ca). We thank all applicants for their interest, however only those selected for an interview will be contacted. Please apply to each position individually if applying for more than one position.

A detailed cover letter and resume, clearly marked with the position you are applying for must be submitted by **4:00 p.m. on March 12, 2025** to:

Kayla Spooner  
Deputy Treasurer  
Township of Havelock-Belmont-Methuen  
P.O. Box 10, 1 Ottawa St East  
Havelock, ON K0L 1Z0  
Email: [kspooner@hbmtwp.ca](mailto:kspooner@hbmtwp.ca)

Candidates are encouraged to inform of any accommodating requests so that they can be dealt with throughout the recruitment process. Personal information is collected pursuant to the *Municipal Freedom of Information and Protection of Privacy Act* and will be used only to evaluate the suitability of applicants for employment.