

## Community & Development Services Department

Haldimand County is where the waters of the Southern Grand River meet Lake Erie – offering visitors the experience of both “Grand River Country” and “Ontario’s South Coast.” Haldimand is also home to the largest Greenfield industrial park in Ontario.

### **COMMUNITY DEVELOPMENT & PARTNERSHIPS DIVISION:**

Family Day, March Break, Summer Camps and Aquatics Programs are part of this division. For information on student positions available in 2020, please go to <https://www.haldimandcounty.ca/> – Government – Employment & Volunteering – Student Employment – Job Information.

### **Assistant Lifeguard**

#### **2020 Rate - \$14.00 / hour; up to 35 hours / week**

Responsible for all pool entrance / exit procedures, including money handling, record keeping and information distribution. Responsible for the supervision of the wading pool, when and as assigned. Assists with guarding and instructing when required and as qualifications permit. To be considered, you must be returning to school on a full-time basis in September 2020.

\*\* If you are 18 years of age or older, a current Vulnerable Sector Check (OPP Form LE 220E or similar) is required to work in these positions. Any cost related to obtaining this report is your responsibility.

### **Aquatics Instructor / Guard**

#### **2020 Rate – \$15.40 / hour; up to 35 hours / week**

Ensure aquatics program participants and members of the public are safe while participating in County programs and / or leisure activities at the County swimming and wading pools. Lead high quality, safe, enjoyable lessons that reflect the standards of Haldimand County and the recognized affiliate (i.e.: Lifesaving Society). Serve as a role model for program participants. To be considered, you must be returning to school on a full-time basis in September 2020.

\*\* If you are 18 years of age or older, a current Vulnerable Sector Check (OPP Form LE 220E or similar) is required to work in these positions. Any cost related to obtaining this report is your responsibility.

### **Program Coordinator, Summer Aquatics Programs**

#### **2020 Rate – \$18.90 / hour; up to 35 hours / week**

Plan and implement safe, fun-filled programs that foster healthy child development and meet the program criteria. Assist with the coordination, implementation and running of aquatics programs in June, July and August. Check daily with Aquatic staff regarding programs and services being offered at County pools; provide limited direction to seasonal staff. To be considered, you must be enrolled in post secondary education and returning to school on a full-time basis in September 2020.

\*\* If you are 18 years of age or older, a current Vulnerable Sector Check (OPP Form LE 220E or similar) is required to work in these positions. Any cost related to obtaining this report is your responsibility.

### **Camp Counsellor**

#### **2020 Rate - \$14.00 / hour; up to 35 hours / week**

Assist with the planning and delivery of safe and fun-filled camp programs that foster healthy child development and meet program criteria, camp description and theme.

Responsible for the care, supervision, security and well-being of campers participating in County programs.

Ensure each camper is having a positive experience by being sensitive to each camper's needs and supporting their involvement in all activities

To be considered, you must be returning to school on a full-time basis in September 2020.

\*\* If you are 18 years of age or older, a current Vulnerable Sector Check (OPP Form LE 220E or similar) is required to work in these positions. Any cost related to obtaining this report is your responsibility.

### **Inclusion Counsellor**

#### **2020 Rate – \$15.40 / hour; up to 35 hours / week**

Responsible for the care, supervision, security and well-being of assigned camper(s) with exceptionalities who are participating in County programs.

Assist assigned camper(s) in having a positive experience by being sensitive and available to his / her needs, and by supporting his / her involvement in all activities.

Adapt daily activities in order to provide inclusive games and activities for assigned campers.

Must be aware of the location of all assigned camper(s) at all times.

To be considered, you must be enrolled in post secondary education and returning to school on a full-time basis in September 2020.

\*\* If you are 18 years of age or older, a current Vulnerable Sector Check (OPP Form LE 220E or similar) is required to work in these positions. Any cost related to obtaining this report is your responsibility.

### **Camp Lead**

#### **2020 Rate – \$15.40 / hour.; up to 35 hours / week**

Lead Counsellor on site for each specific camp

Provide guidance to assigned Camp Counsellors as Camp Lead is responsible for the actions of their staff and are responsible for ensuring that all County policies and procedures are followed

Responsible for and ensure the care, supervision, security and well-being of campers participating in County day camps.

Ensure each camper is having a positive experience by being sensitive to each camper's needs and supporting their involvement in all activities

To be considered, you must be enrolled in post secondary education and returning to school on a full-time basis in September 2020.

\*\* If you are 18 years of age or older, a current Vulnerable Sector Check (OPP Form LE 220E or similar) is required to work in these positions. Any cost related to obtaining this report is your responsibility.

### **Program Coordinator, Summer Camp Programs**

#### **2020 Rate – \$18.90 / hour.; up to 35 hours / week**

Plan and implement safe, fun-filled programs that foster healthy child development and meet the program criteria, program descriptions and themes.

Assist with the coordination, implementation and delivery of child and youth programs in July and August.

Check daily with Camp staff regarding programs and services being offered at County camps; provides limited direction to seasonal staff.

To be considered, you must be enrolled in post secondary education and returning to school on a full-time basis in September 2020.

\*\* If you are 18 years of age or older, a current Vulnerable Sector Check (OPP Form LE 220E or similar) is required to work in these positions. Any cost related to obtaining this report is your responsibility.

## **BUILDING & MUNICIPAL ENFORCEMENT SERVICES DIVISION:**

This Division's role is to inspect structures to ensure building code compliance for the health and safety of County residents. Also to enforce by-laws and implement programs that protect persons and property from a "public good" perspective. The Division focuses on assisting contractors and property owners as an educational resource and support in the growth in our Community.

Building Division responsibilities include:

- receiving building permit applications and review of construction drawings
- building permit issuance
- site inspection and construction approvals
- ensuring compliance with the Ontario Building Code
- providing encouragement and guidance to the building industry.

Municipal Enforcement services include:

- drafting of Regulatory By-laws for Council consideration and approval
- enforcement of approved regulations
- property standards enforcement
- parking enforcement
- overseeing Animal Control
- overseeing School Crossing Guards
- overseeing Forest Conservation
- educating the public through the media
- encouraging a lifestyle that is safe and harmonious within the community.

### **Student Assistant, Building Controls**

**2020 Rate – \$15.40 / hour; working up to 35 hours / week**

This position will be responsible for:

- receiving building permit applications and review of construction drawings
- building permit issuance
- site inspection and construction approvals
- ensuring compliance with the Ontario Building Code
- providing encouragement and guidance to the building industry.

To be considered, you must be enrolled in post secondary education and returning to school on a full-time basis in September 2020.

### **Student Assistant, Municipal Enforcement**

**2020 Rate – \$15.40 / hour; working up to 35 hours / week**

This position will be responsible for:

- drafting of Regulatory By-laws for Council consideration and approval
- enforcement of approved regulations
- property standards enforcement
- parking enforcement
- overseeing Animal Control
- overseeing School Crossing Guards
- overseeing Forest Conservation
- educating the public through the media
- encouraging a lifestyle that is safe and harmonious within the community

To be considered, you must be enrolled in post secondary education and returning to school on a full-time basis in September 2020.

\*\* If you are 18 years of age or older, a current Criminal Record / Police Record Check (OPP Form LE 219E or similar) is required to work in these positions. Any cost related to obtaining this report is your responsibility.

## **Economic Development & Tourism**

This Division's role is to enhance the economic well-being of the County through programs that help retain and expand the existing economic base as well as attract new business. The Division's three focus areas are economic development, rural development and tourism development.

### **Student Assistant, Economic Development & Tourism**

#### **2020 Rate – \$15.40 / hour; up to 35 hours / week**

This position provides assistance to the Economic Development and Tourism Division staff and some of the key duties of the student position include:

- Attending significant events to promote Haldimand County's tourism assets
- Assisting with the implementation of the Community Improvement Program and tracking commercial inventory across Haldimand County
- Annual distribution of approximately 30,000 to 40,000 tourism maps
- Actively engaged in producing social media posts for the Tourism Haldimand Facebook page
- Assisting with the planning of key events such as Local Food Week
- Various research and data collection for key projects within the Economic Development and Tourism division
- Supporting the divisional staff in business and tourism development
- Assisting in the marketing of key tourism experiences

To be considered, you must be enrolled in post secondary education and returning to school on a full-time basis in September 2020.

## **Museums**

**Edinburgh Square Heritage & Cultural Centre, 80 Caithness Street East, Caledonia**  
Supervisor, Heritage & Culture: Anne Unyi t: 905-765-3134

**Wilson MacDonald Memorial School Museum, 3513 Rainham Road, Selkirk**  
Curator: Dana Stavinga t: 905-776-3319

### **Museum Educator – Children's Programming / Collections Management**

#### **Work Locations:**

Wilson MacDonald Memorial School Museum, Selkirk, ON  
Edinburgh Square Heritage & Cultural Centre, Caledonia, ON

#### **2020 Rate – \$18.90 / hour; 35 hours / week – Tuesday to Saturday, 8:30 a.m. to 4:30 p.m.**

The Educator is an integral member of the Haldimand Museums team and will support children's summer programming at Edinburgh Square Heritage & Cultural Centre or the Wilson MacDonald Memorial School Museum. Reporting directly to the Curator, the Educator will develop and implement a series of children's summer workshops for participants ages 5-12 years.

The Educator, in consultation with the Curator, will develop a series of hands-on and interactive programs for PA Days (June) and summer workshops where children will learn, explore and create in order to build or enhance a child's interest in the arts, heritage and culture.

Occasionally, the Educator will also assist with various duties including working with the Museum collection, participation at special events and outreach opportunities, exhibition installation, providing tours, assisting with patron research and assisting the Curator with other duties.

Placement: Seventeen (17) weeks; May 5 – August 29

## **Museum Education Programming and Heritage Assistant**

### **Work Locations:**

Wilson MacDonald Memorial School Museum, Selkirk, ON  
Edinburgh Square Heritage & Cultural Centre, Caledonia, ON

**2020 Rate – \$15.40 / hour; 32.5 hours / week – Tuesday to Saturday, 8:30 a.m. to 4:30 p.m.**

The Education Assistant is an important member of the Haldimand Museums team and supports children's summer programming at Edinburgh Square Heritage & Cultural Centre or the Wilson MacDonald Memorial School Museum, Reporting to the Curator, and under the direction of the Educator, this position will primarily support the development and delivery of children's summer workshops.

The Education Assistant will also assist with reorganization of archival and collections storage and be provided with an opportunity to work in other areas of museum operations including exhibition installation and special events.

Placement: Nine (9) weeks; June 30 – August 29

**The following positions will be available subject to Young Canada Works in Heritage Organizations (YCW) grant approval:**

### **Collections Assistant**

#### **Work Locations:**

Wilson MacDonald Memorial School Museum, Selkirk, ON  
Edinburgh Square Heritage & Cultural Centre, Caledonia, ON

Reporting to the Curator, the Collections Assistant will assist with the administration of a collections management review including a collections inventory, condition reporting and integration of digital imagery, the information to be utilized by Edinburgh Square Heritage & Cultural Centre and Wilson MacDonald Memorial School Museum.

The Collections Assistant will review current catalogue information and, following best practices, inventory artifacts and archival material, integrating the revised information and digital images with existing records. This will provide accurate curatorial data and will be used for viewing/searching by staff, volunteers and patrons.

Additionally, the Collections Assistant will assist with the delivery of special events, respond to patron research queries and other duties as assigned.

Placement: Twelve (12) weeks; June - August

**2020 Rate - \$15.40 / hour; 35 hours / week; Tuesday to Saturday, 8:30 a.m. to 4:30 p.m.**

**To be considered for these grant-pending positions, you must be registered with Young Canada Works and meet the employment criteria outlined through YCW. For more information, please visit – <https://www.canada.ca/en/canadian-heritage/services/funding/young-canada-works/students-graduates/heritage-organizations-students.html>**