



MUNICIPALITY OF KILLARNEY

SUMMER JOBS 2025

TOURIST BOOTH ATTENDANT

UP TO 10 WEEKS 30-40 HRS PER WEEK \$17.20 PER HR

Reporting to the Deputy Clerk-Treasurer

The Tourist Booth Attendant responsibilities will include but not be limited to:

- Ready Channel Marina Tourist Information Centre for season opening
- Opening and closing the building
- Keeping the building clean and tidy - including Public Washroom
- Maintaining displays and inventory
- Keeping a record of visitor information
- Taking and depositing Launch payments and payments for municipal merchandise sold
- Answering visitors' questions and offering pertinent tourist information
- Promoting other tourist venues and activities within the Municipality
- Working with potential vendors at the Marina

The successful candidate must:

- Be able to work independently and as part of a team
- Have excellent communication and customer service skills
- Have strong research skills
- Have good knowledge of the Municipality of Killarney, its history and geography
- First Aid and CPR Certification is an asset

Tentative Start Date of Monday June 16, 2025

MUSEUM TECHNICIAN

UP TO 12 WEEKS 30-40 HRS PER WEEK \$17.20 PER HR

Reporting to the Deputy Clerk-Treasurer

The Museum Technician's responsibilities will include but not be limited to:

- Opening and closing the building
- Operating audio-visual equipment
- Keeping the building clean and tidy
- Maintaining displays and inventory
- Keeping a record of visitor information
- Answering visitors' questions and offering pertinent historical information
- Promoting other tourist venues and activities within the Municipality

The successful candidate must:

- Be able to work independently as well as part of a team
- Have excellent communication and customer service skills
- Be able to research information
- Have good knowledge of the Municipality of Killarney, its history and geography
- First Aid and CPR Certification is an asset

Tentative Start Date of Monday June 16, 2025

2-PUBLIC WORKS MAINTENANCE LABOURERS

UP TO 16 WEEKS 40 HRS PER WEEK - \$17.20 - \$19.80 PER HR

Reporting to the Public Works Superintendent and Public Works Foreman

The Maintenance Labourer responsibilities will include but not be limited to:

- Operating and maintaining small equipment such as lawn mower and gas trimmer
- Cleaning and maintaining public grounds
- Upkeep of green spaces
- Assisting skilled tradespeople with light carpentry, painting and other activities as assigned
- Assisting in road maintenance using hand tools such as rakes, shovels etc.
- Waste management collection and verification of recyclable materials

The successful candidate must:

- Be able to work independently as well as part of a team.
- Have excellent time management and organizational skills
- Have excellent communication skills
- Demonstrate initiative
- Valid driver's license is an asset
- Mechanically inclined is an asset
- First Aid and CPR Certification is an asset

Tentative start date - May 19, 2025

To be eligible, all youth must:

- Be between 15 and 29 years of age at the start of the employment
- Be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the employment
- Have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada

The Municipality of Killarney welcomes and encourages applications from individuals with disabilities. If you require a disability related accommodation in order to participate in the municipality's hiring process, please contact the clerk's office to discuss your needs.

All successful candidates must:

- Have completed a Vulnerable Sector Check
- Complete the following legislative: (provided by the municipality)
- Occupational Health & Safety (one-time training)
- AODA (The Accessibility for Ontarians with Disabilities Act) (one-time training)
- Workplace Violence & Harassment (required annually)
- WHIMIS (Workplace Hazardous Materials Information System) (can be done annually)

TO APPLY

Please send a resume along with a cover letter to:

Candy Beauvais: Clerk-Treasurer

Municipality of Killarney

32 Commissioner St

Killarney ON P0M 2A0

Fax: 705-287-2660

email: cbeauvais@municipalityofkillarney.ca

Applications must be received at the Municipal Office no later than Friday May 2nd, 2025, 3:00 pm

This position is contingent upon funding approval and will only proceed if funding is received