



Competition #39-2020 Summer Students - 2021

(April 15, 2021 – October 15, 2021 approximately)

We're recruiting energetic people who share our values of teamwork, respect, honesty and commitment. You'll be joining a team of dedicated, professional and committed co-workers, willing to go the extra mile. Our mission is to lead and serve Fort Erie by pursuing opportunities, leveraging partnerships and managing our resources to achieve growth. The bar is set high, but we will help you reach it!

The Corporation is now accepting applications for summer student employment opportunities in 2021. Students can work from April 15th to October 15th, however each position has a different duration.

A returning student who has worked for the Town in the past has preference over a new applicant. If you are a returning student please [apply here](#).

The Town of Fort Erie hires for the following positions. Please ensure you answer all of the questions on the application form.

Labourer - Parks, cemeteries and facilities:

Physical labour; use of equipment and power and hand tools to support the operation and maintenance of Town parks, cemeteries, beaches, buildings and other public spaces.

Horticulture:

Physical labour; use of equipment and power and hand tools prepare beds, plantings (flowers, trees, shrubs), general gardening, pruning and beautification.

Museum Assistant:

The student will work regularly between two of the four sites managed by Fort Erie Museum and Cultural Services; the Fort Erie Railway Museum and the Fort Erie Historical Museum.

Regular tasks include:

Daily visitor services at those sites; tracking and recording visitor feedback, gift shop management, assisting visitors in exhibits and answering general inquiries about local history and attractions. Assist with the Museum's archival and artifact collection; extensive work with the Museum's database, documenting new acquisitions, collecting information to complete research requests, some minor conservation work (ie. cleaning displays or artifact storage). Maintenance of all Museum sites; cleaning and minor maintenance of the buildings, grounds and exhibits including daily outdoor/garden work.

Other duties include;

- general office duties: answering phone calls and emails

- assisting with Museum events and programs: Ridgeway Festival, school programs, summer drop-in programming.

Schedules will include weekends and holidays. The student will be given a set schedule with the same two consecutive days off a week. The student is expected to work from May 17 - September 7.

Administrative Support:

Perform office administration, customer service, records management, word processing and data entry.

Schedules may include weekends and holidays. Successful candidates are expected to be available for the entire summer season.

The hourly rate of pay is \$15.53 plus benefits according to Employment Standards.

To be eligible, you **must be** attending a post-secondary institution. A student is limited to six periods of summer employment. The assessment and selection of candidates includes a random element with the exception of returning students. Interviews will be conducted accordingly.

You may apply for more than one opportunity by applying for each separately however you may not be able to use the same email address.

To apply as a new student please [apply here.](#)

The deadline for receiving applications is **12:00 p.m. Friday, February 5, 2021.**

Only applicants chosen for interviews will be contacted. Personal information is collected pursuant the *Municipal Act, 2001, as amended* to determine eligibility for employment. The Town of Fort Erie is an equal opportunity employer. Accommodation is available to candidates upon request.