



**Township of Huron Kinloss**  
**35 – 40 hours per week**  
**Report to Facility and Parks Supervisor**

**Parks Maintenance Student**  
**Open Availability Required**

This position is responsible for the maintenance of the parks, trails, beaches and facilities that operate within the Community Services Department.

Responsibility	Tasks
Parks, Trails and Beach Maintenance	<p>Lawn care, operating push lawn mowers, and trimmers. Being mindful of objects such as fences, monuments, trees etc.</p> <p>Garbage clean up and collection</p> <p>Trail maintenance, involving grass cutting, tree trimming</p> <p>Report Damages to parks, park equipment, trails and other facilities, to your supervisor</p> <p>Soccer field maintenance, grooming and line painting</p> <p>Minor repairs to park equipment, lawns, fences, beach accesses etc.</p> <p>Painting park equipment, buildings, signs, fence posts etc.</p> <p>Beach access maintenance, grass cutting, tree trimming</p> <p>Ensure beach is clean from garbage, and completing the algae harvesting reports</p>

Flower Bed and Tree Maintenance	<p>Gardening, operating tree pruning equipment, flower bed maintenance</p> <p>Watering and fertilizing flowers</p> <p>Weeding flower beds, trimming and dead heading plants</p> <p>Edging the perimeter of the flower beds</p> <p>Applying mulch to flower beds and trees</p>
Team Work	<p>Working cooperatively with others to ensure all required tasks are completed on a daily basis</p> <p>Rotating shifts at the Huron Landfill</p>
Other duties as assigned	<p>Act as an ambassador to residents and visitors, as required</p> <p>Welcome visitors and locals in a friendly and professional manner</p> <p>Develop knowledge of local attractions, events and services, and distribute available literature, brochures, pamphlets and maps, as required</p>
Qualifications	<p>Require full G licence</p> <p>College or university student</p>

Township of Huron Kinloss

Reports to Admin Assistant/Program  
Coordinator

Day Camp Leader  
Open Availability

This position is responsible for initiating the Wolf Cub Adventure Camp program and to provide support for the Day Camp Coordinator.

Responsibility	Tasks
Program Implementation	<p>Greet and welcome all campers, and parents each day in a professional manner</p> <p>Develop daily activities for the campers such as games, crafts, free play etc.</p> <p>Participate in the weekly program plans, as developed. These include weekly field trips to local splash pads, swimming pools, bus trips etc.</p> <p>Assist and participate in the weekly activities, such as games, crafts, and free play etc.</p> <p>Enforce the camp rules as set out by the day camp coordinator</p> <p>Responsible for the safe arrival and the safe departure of all participants</p> <p>Assist the coordinator in addressing issues that may arise from staff, campers and volunteers</p> <p>Available to assist day camp coordinator with parent/guardian inquiries and concerns</p>

Maintenance	Inventory and track all supplies, ensuring sufficient supplies for each weeks activities
	Ensure the workspaces and program activity areas are tidied after each activity
	Assist campers with their personal items, to ensure minimal lost and found items
Team Work	Working cooperatively with others to ensure all required tasks are completed on a daily basis
	Compliance with organizational policies and related legislation
Other duties as assigned	
Qualifications	High School or Post-Secondary Education Experience dealing with the public and school age children First Aid Certificate Strong verbal and non-verbal communication skills A completed vulnerable sector check

The Township of Huron-Kinloss is committed to providing information in the format that meets your needs. We have made every attempt to make documents accessible but there may still be difficulty in recognizing all of the information. Please contact us if you require assistance and we will make every attempt to provide this information in an alternative format.