



Employment Opportunity

The Municipality of West Perth is seeking qualified applicants for the following position:

Administrative Assistant – Recreation – Seasonal

Salary Range \$15.82 - \$19.78

Reporting to the Recreation and Facilities coordinator, and Recreation and Facilities Manager, the Administrative Assistant provides clerical and communications support to the Recreation and Facilities Department and front-line counter service in the West Perth Community Centre. This includes answering questions from patrons in-person and by telephone, receiving and processing payments, collecting registrations and facility bookings, assisting in the implementation of the Recreation and Leisure Services Master Plan, and providing administrative support to the Recreation and Facilities Manager and Coordinator. The ideal candidate will be a recent graduate, or be enrolled in, a post-secondary recreation, leisure or administration program with a good understanding of community recreation services and programming. The position is seasonal, and while we would prefer to start the position in May and have it run until September, we will consider a shorter contract to accommodate the availability of the successful candidate.

For a complete job description with more information on the qualification requirements for this position, visit the Employment and Volunteer page of www.westperth.com. To apply, email a cover letter and resume in pdf format to kdehaan@westperth.com by 4:30 PM on Monday April 17, 2023. The email must contain the subject line "Confidential Application – Seasonal Administrative Assistant – Recreation".

We thank all applicants who apply, however, only those considered for an interview will be contacted. The Municipality of West Perth is an equal opportunity employer. In accordance with the Accessibility for Ontarians with Disabilities Act, 2005 and the Ontario Human Rights Code, West Perth will provide accommodations to all applicants with disabilities throughout the recruitment, selection and/or assessment process. Personal information contained in applications will be used for recruitment purposes and collected as per the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, Chapter M.56.