Municipal Elemental Workers (2)
PENDING FUNDING APPROVAL from Canada Summer Jobs

Duties:

Assigned to the Public Works and Fire Department, the Municipal Elemental Workers will learn the roll of municipal government and operations of both the public works and fire departments. This will involve some office administration and use of communications information technologies, also familiarize with the public works and fire department's equipment and labour duties. These departments occasionally take calls from residents inquiring about services and will learn client service skills, effective communication and digital skills. Working together with the other students and staff, students will develop and foster teamwork while working together to complete tasks and training. Throughout, this will allow for the development of communication skills both in person, by phone and even radiocommunications. Working within team settings such as this, allows for opportunities to show leadership, take initiative and responsibility.

Required Skills:

- Client service - ability to communicate efficiently and professionally with clients and represent Huron Shores with enthusiasm
- Teamwork to interact with other people – will work independently, in small groups and larger teams to share tasks, resources, plan, and make decisions.
- Communication - to exchange thoughts and information with other people
- Digital skills -understand and utilize digital systems, tools and applications, use of Microsoft Applications

You must be aged between 15 and 30 and be legally entitled to work in Canada. International students are not eligible.