



Come for a visit. Stay for a lifestyle.

Trent Hills is a vibrant and growing community with a population of 13,000 that is located on the Trent Severn Waterway amongst the rolling hills of Northumberland County. Trent Hills is looking to add to its team and invites applications for the summer student position of:

## **Crowe Bridge Park Attendant**

**Position # 1:** Contract, full-time

May 5, 2025 – September 1, 2025

Hourly rate: \$17.20 – 40 hours per week

**Position # 2:** Contract, full-time in July and August

Nights and weekends beginning in May. Full-time hours starting in July.

Hourly rate: \$17.20

\* There is the opportunity for weekend shifts in September until Thanksgiving weekend for both positions.

Reporting to the Community Services Manager, the Crowe Bridge Park Attendant summer student is responsible for providing park admission duties, general maintenance, support and assistance to the Community Services Department in the care and upkeep of parks, greenspaces and along roadways in the Municipality of Trent Hills.

### **Duties and Key Responsibilities:**

- Greeting people entering the park and collecting fees;
- Direct the public on parking requirements and locations;
- Communicating and educating the public on the rules of the park;
- Garbage collection;
- Accurate record keeping and documentation;
- Lawn maintenance including aerating, top dressing, grass cutting, and weed trimming;
- Flowerbed maintenance including rote-a-tilling, removing debris and weeds from soil, flower planting, weeding, deadheading and watering;
- Picnic table and garbage can maintenance;
- Pruning trees and shrubbery;
- Assist in community special events (includes set-up and take down of equipment as well as working during events); and
- Respond to public inquiries courteously and efficiently.

### **Eligibility and Qualifications:**

- Related post-secondary education is preferred;
- Full-time enrollment at an educational institution during preceding academic year;
- Will be returning to full-time enrollment at an educational institution for upcoming academic year;
- Must provide own CSA approved safety footwear;
- First Aid and CPR certification;
- WHMIS certification;
- Demonstrated public relations experience.

This position is open to both post-secondary students and High School students.

If you wish to apply for more than one job, please apply to each position individually and clearly outline the position you are applying to.

## **How to Apply:**

Applications will be received until **2:00 p.m. on Thursday, January 30, 2025**. Please submit covering letter and resume to:

Kari Petherick, Coordinator of Human Resources  
Municipality of Trent Hills  
P.O. Box 1030, 66 Front Street S  
Campbellford, ON K0L 1L0  
Telephone: (705) 653-1900 ext. 225  
[kari.petherick@trenthills.ca](mailto:kari.petherick@trenthills.ca)

The Municipality of Trent Hills is an equal opportunity employer that is committed to inclusive barrier-free recruitment and selection processes. We are pleased to accommodate individual needs in accordance with the Accessibility for Ontarians with Disabilities Act, 2005. Please let us know if you require accommodation at any time during the recruitment process. We thank all applicants who apply but advise that only those selected for an interview will be contacted.



**Position:** Crowe Bridge Park Attendant

**Department:** Community Services

**Reports to:** Community Services Manager and Parks and Recreation Leadhand

### **Position Summary:**

The Crowe Bridge Park Attendant summer students provides park admission duties, general maintenance, support and assistance to the Community Services Department in the care and upkeep of parks, greenspaces and along roadways in the Municipality of Trent Hills.

### **Knowledge of:**

- Basic property and parks maintenance practices and procedures;
- Customer relations skills;
- Cash handling experience;
- Safe operation of small hand tools, push lawn mowers and ride-on mowing equipment;
- Maintenance of flower beds;
- Litter and debris pick-up;
- Special Events occurring in the Municipality.

### **Skills:**

- Ability to communicate courteously and effectively with co-workers and the general public;
- Ability to work outdoors and in variable weather conditions;
- Ability to process cash/credit card/debit card transactions;
- Ability to clean and maintain the workplace
- Ability to work in a remote park with moving water and sensitive natural environment;
- Ability to work with others and independently;
- Ability to work on own initiative;
- Ability to operate small hand tools;
- Ability to operate push lawn mowers and ride-on lawn mowing equipment;
- Ability to operate a weed trimmer;
- Ability to perform general maintenance and upkeep of small hand tools, weed trimmers, push lawnmowers and ride-on lawn mowing equipment;
- Ability to lift heavy objects.

**Duties and Key Responsibilities:**

- Greeting people entering the park and collecting fees;
- Direct the public on parking requirements and locations;
- Communicating and educating the public on the rules of the park;
- Garbage collection;
- Accurate record keeping and documentation
- Lawn maintenance including aerating, top dressing, grass cutting, and weed trimming;
- Flowerbed maintenance including rote-a-tilling, removing debris and weeds from soil, flower planting, weeding, deadheading and watering;
- Picnic table and garbage can maintenance;
- Pruning trees and shrubbery;
- Assist in community special events (includes set-up and take down of equipment as well as working during events);
- Respond to public inquiries courteously and efficiently;
- Other duties as assigned.

**Eligibility and Qualifications:**

- Related post-secondary education is preferred;
- Full-time enrollment at an educational institution during preceding academic year;
- Will be returning to full-time enrollment at an educational institution for upcoming academic year;
- Must provide own CSA approved safety footwear;
- First Aid and CPR certification;
- WHMIS certification;
- Demonstrated public relations experience.

**Acknowledgement**

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_