



2024 SUMMER EMPLOYMENT OPPORTUNITIES

The Town of Greater Napanee is now accepting resumes for 2024 summer positions.

The rate for all summer positions is \$18.00/hour. All work weeks are subject to varying shifts, including evenings and weekends. Please see the Town website at www.greaternapanee.com for complete job descriptions. The following positions are available:

Coordinator Tourism Services-Government - HR. File #01-2024

- May 6, 2024 – August 30, 2024 (17 Weeks) – 35 hrs/week

Cemetery Labourer - HR. File #02-2024

- May 6, 2024 – August 30, 2024 (17 Weeks) – 40 hrs/week

Maintenance Labourer – Parks - HR. File #03-2024

- May 6, 2024 – August 30, 2024 (17 Weeks) – 40 hrs/week

Horticulture Worker - HR. File #04-2024

- May 6, 2024 – August 30, 2024 (17 Weeks) – 40 hrs/week

Maintenance Labourer – Public Works - HR. File #05-2024

- May 6, 2024 – August 30, 2024 (17 Weeks) – 40 hrs/week

Information Technology (IT) Analyst - HR. File #06-2024

- May 6, 2024 – August 30, 2024 (17 Weeks) – 35 hrs/week

GIS Analyst - HR. File #07-2024

- May 6, 2024 – August 30, 2024 (17 Weeks) – 35 hrs/week

Data Entry Assistant – HR. File #08-2024

- May 6, 2024 – August 30, 2024 (17 Weeks) – 35 hrs/week

Hydrant & Valve Maintenance Worker - HR. File #09-2024

- May 6, 2024 – August 30, 2024 (17 Weeks) – 40 hrs/week

How to Apply:

Applicants are to submit a resume and cover letter saved as a single PDF document in the format of LastName, FirstName, HR File #. Applications can be emailed to hr@greaternapanee.com. Applications will be reviewed starting February 12, 2024.

The Town of Greater Napanee is aligned to the Canada Summer Jobs National Priorities in actively supporting the following Youth, to create quality summer work experiences for young people aged 15-30 years:

1. Youth with disabilities.
2. Opportunities for youth that are underrepresented in the labour market, including:
 - a. Black and other racialized youth
 - b. Indigenous youth
 - c. 2SLGBTQI+ youth

The Town of Greater Napanee is an equal opportunity employer. We accept all resumes, however, only those candidates invited for an interview will be acknowledged. Accessibility accommodations are available for all parts of the recruitment process. Applicants are requested to make their needs known in advance. The Town conforms to all Freedom of Information and Protection of Privacy Act requirements.