

The District Municipality of Muskoka is currently recruiting for a

Administrative Support, Engineering & Public Works, Summer Student



Posting Date: Wednesday, May 6, 2026

Closing Date: Open until filled

Salary Range: \$19.60 - \$21.10 hourly

Hours of Work: 37.5 hours per week

Classification: Student

Status: Temporary full-time up to four (4) months

Hybrid: Not eligible, 5 days a week in office at 70 Pine Street, Bracebridge

The District:

Muskoka is a great place to live and play, and the District is a four-season municipality passionate about protecting, servicing and caring for this community. We have opportunities that will allow you to learn, grow and build your career amongst other ambitious leaders and innovators. We offer a competitive compensation package and are committed to promoting diversity, accessibility and inclusion. [It's what we do!](#)

The Opportunity:

Each year, the District hires a number of post-secondary students to assist with our seasonal summer operations. This is a great opportunity for students to develop transferable skills, support career goals and learn more about the District Municipality of Muskoka! Summer employment opportunities are temporary, full-time positions commencing the first week of May and continue through to the end of August. In this position, you are Responsible for providing administrative support to Administrative Assistants and Department Management (as required).

What you will do:

- Provide general administrative support to department including but not limited to: electronic filing, photocopying, document assembly, and general office procedures;
- Assist with organization and maintenance of corporate filing;
- Updating department how to documents, program or employee orientation materials as directed;
- Creating and updating procedure documents, working with staff to identify areas requiring image and word updates.
- Assist with special project initiatives (cross department);
- Work safely and in compliance with relevant statutes and regulations and within the safe work procedures and directives as established by the District.
- Other related duties as assigned.

What you will need:

- Proficient with Microsoft Office and other technology products and platforms including online/ digital meeting applications.
- Ability to work independently with limited supervision.
- Detail oriented with strong attention to detail.
- Good oral and written communication skills.
- Students must be enrolled in full-time post-secondary studies for the following school year with proof of enrolment provided to the Human Resources department when requested.

What we are offering:

The District is proud to offer the following benefits with this job:

- OMERS pension
- Work-life flexibility
- Perks and discounts
- Wellness programs
- Fostering and fun environment
- Professional development and education opportunities
- Pay range progression based on length of time in the job and satisfactory performance

The Next Step

If you have the necessary skills, experience and qualifications, and can support our vision and values (RISE: Respect, Innovation, Service and Equity), submit your application using the apply now link below.

[APPLY NOW](#) or visit our [careers page](#) for other opportunities.

The District of Muskoka is an equal opportunity employer and values diversity in our workforce, encouraging applications from all qualified individuals. Our organization is committed to providing persons with disabilities with equal opportunities and standards of goods and services, and we are compliant with the Accessibility for Ontarians with Disabilities Act. If you require disability related

accommodation to participate in the recruitment process, please advise the Human Resources department as soon as possible. Accommodation may be provided in all steps of the hiring process. Any questions regarding this posting should be directed to the [Human Resources Department](#).