



External Posting

Social Integration Support – Summer Student

Posting Date: Wednesday, December 19, 2018

Closing Date: Friday, January 18, 2019 @ 12:00 NOON

Wage: \$ 14.50 per hour

Classification: Summer Student (May to August)

Each year, the District offers summer employment opportunities to post-secondary students as a means of helping students develop transferrable skills, support their career goals and learn about the Municipal sector. In 2019, we have an opportunity for a Summer Student in our Community and Planning Department as a Social Integration Support. This role will provide administrative support to the various programs within Community Services.

This Summer Student job works Monday to Friday – up to 35 hours per week. Students should be available to begin work the first week of May and continue work through to the end of August.

Responsibilities of the Social Integration Support will include, but not be limited to:

- Assist program staff in Housing, Children’s Services and Employment Services in developing social integration activities and programs;
- Coordinate the promoting and marketing of these activities and programs;
- Maintain data on attendance and follow-up with clients following events;
- Other related duties as assigned.

The skills, experience and qualifications we are seeking for this job include:

- **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**
- Previous experience and education related to social services
- Must have a valid Ontario Driver’s License (minimum Class G2).

We would expect that your strengths will include good oral and written communication skills with an ability to relate to others including adults and children. You will also be able to develop creative ideas for social activities and social inclusion while being able to work independently.

Students shall be hired based on qualifications, experience, skills, abilities and course of study applicable to position being filled. Relationship to another employee in the District shall not be a consideration in the hiring process.

If you have the necessary skills, experience and qualifications, please review the **“How to Apply”** instructions before submitting your application.

The District Municipality of Muskoka is committed to meeting its obligations under the *Ontario Human Rights Code* and 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.