

MEETINGS OF COUNCIL

Tuesday, September 10th, 2019

7:00 p.m Council

Followed by Committee of the Whole

Active Living Centre - Volunteers Needed

The Town of Carleton Place, in partnership with Mills Community Support, will be opening the new Active Living Centre this fall in the former Train Station Building on Coleman Street.

We are in need of volunteers to help deliver the social, recreational and educational programming at the Centre. If you are interested, please contact April at 613-256-1031 ext. 235

Employment Opportunity

The Corporation of the Town of Carleton Place invites applications for the position of **On Call Crossing Guard**.

The Town of Carleton Place requires On Call Crossing Guards to assist school children in crossing roads safely at designated school crossing locations in accordance with the Ontario Highway Traffic Act, the Occupational Health & Safety Act and Corporation policies. We are seeking effective individuals with excellent managerial, organizational and communication skills.

The successful applicant(s):

- Superior customer service skills and the ability to work with minimal supervision,
- Demonstrate a good sense of judgement to be able to determine timing for safe entry into the flow of traffic,
- Be dependable, shift available, physically fit, of good character and possess an understanding of young people,
- Be willing to work in all forms of weather, including extremes of heat, humidity, cold, rain, snow, sleet, and wind and be capable of working under all types of road conditions, exposure to traffic noise and exhaust from vehicles, and
- Must supply a satisfactory criminal record and vulnerable sector screening check dated within the last 30 days as a condition of employment.

A detailed job description, for this position, can be accessed at

www.carletonplace.ca

Interested applicants are invited to submit an application in confidence quoting "On Call Crossing Guard" attention Human Resources by:

Mail: Town of Carleton Place

175 Bridge Street

Carleton Place, ON K7C 2V8

Email: hr@carletonplace.ca **Facsimile:** 613 257 8170

We thank all applicants for their interest; however only those applicants selected for an interview will be contacted. The Town of Carleton Place is an equal opportunity employer following the rules and regulations set out by the Human Rights Code. Personal information submitted will be used for the purposes of determining suitability for this competition only and in accordance with the Municipal Freedom of Information and Protection of Privacy Act. Accommodation will be provided in accordance with the Accessibility for Ontarians with Disabilities Act (AODA) upon request.