

Woolwich Township Job Posting



Date: February 21, 2025
Position: Summer Administrative Assistant
Wage Rate/Grade: \$19.00 per hour

Discover the charms of the Township of Woolwich, a growing community with a bright, well-managed and well-planned future in the Region of Waterloo. Woolwich is known for its unique heritage, farms and farmers markets, scenic trails, bridges, and landmarks. Our communities provide a rural lifestyle with all the conveniences of urban centres nearby. The quality of life in Woolwich is superior, and as an employee of the Township, you will play a key role in helping shape the next phase of our future growth and development.

Recreation and Community Services is seeking one (1) Summer Administrative Assistant from June 30 until August 29, 2025.

Purpose of Position and Profile:

This position will assist the Recreation and Community Services Department with customer service, supporting programs (i.e. Community Programs, Seniors Programs, Fitness Programs, etc.), community events, administrative projects such as marketing, promotion, and public education.

Responsibilities:

- Answers telephone and emails and provides exceptional customer service to the public, recreation user groups, community groups and other agencies, in accordance with Township policies and procedures.
- Processes registrations, memberships and over the counter payment for programs.
- Prepares and balances daily deposits.
- Assists in processing daily schedules for Township recreation facilities, indoor and outdoor, including dressing room assignments.
- Assists with the development of promotional materials, special event administration and other related duties as required.

Qualifications, Knowledge, Skills and Work Requirements:

- Excellent organizational skills and good attention to detail
- Ability to work in a team environment with minimal supervision
- Project administrative experience an asset
- Punctual and dependable
- Ability to deal with verbal complaints in an appropriate fashion
- Excellent customer service, interpersonal and communication skills
- Proficient in MS Office applications in MS Windows environment
- Fluent in English, with excellent verbal and written communication skills
- Grade 12 education or equivalent
- A valid Standard First Aid and CPR (C) Certification

Working Conditions:

- Flexible hours, predominantly nights, weekends and some holidays, 35 hours per week
- Expected to work with frequent interruptions from telephone inquiries and visitors to the customer service desk.
- Must be able to sit or stand for long periods of time.
- Must be able to work in an environment that is noisy, cold or hot and with crowds.

Interested applicants are invited to submit their resume via email to hr@woolwich.ca prior to **4:00 pm Friday March 7, 2025. Please quote job posting 2025-11.**

All applicants are thanked for their interest in these positions, however, only those selected for an interview will be contacted.

The Township of Woolwich is committed to diversity and inclusion and offers an accessible workplace. We are an equal opportunity employer and are committed to meeting the needs of applicants during all phases of the hiring process. This document is available in alternate formats, or with accessible communication supports, upon request.