



**TOWN OF WHITCHURCH-STOUFFVILLE "COUNTRY CLOSE TO THE CITY"**

**RECRUITMENT**

**FITNESS SUPERVISOR  
AQUATIC PROGRAMMER**

The Town of Whitchurch-Stouffville is constructing a new Library/ Aquatic and Fitness Centre with a projected facility opening of August 2001. If you tackle your job with *enthusiasm and an up-beat, positive, customer-service approach; and you are looking for a great opportunity in the opening of a new community facility, then the Town of Whitchurch-Stouffville would like to hear from you!* Reporting to the Director of Community and Leisure Services our Fitness Supervisor is responsible for the management and operation of the Fitness Centre, including program design and implementation, development and coordination of the fitness assessment program and delivery of related community fitness programs and workshops. Duties also include staff recruitment training and development, budgeting, marketing, equipment and supplies acquisition, equipment maintenance and special events coordination.

Our Aquatic Programmer reports to the Program/Aquatic Supervisor and is responsible for the supervision, administration, and delivery of aquatic programs and associated special events, including staff and volunteer recruitment/supervision and scheduling; assisting with marketing, registrations, statistics compilation, risk management, liaison with participants/agencies and the general public in areas relating to aquatics.

To join our team, both positions require related experience preferably in a municipal setting, formal academic training in a discipline related to the position, a successful track record in program development, staff supervision, and budget management, along with excellent organizational, interpersonal, oral and written communication, facility/program management, marketing, computer literacy, and problem-solving skills. In addition, successful candidates must be creative, flexible and committed to customer service excellence.

The Town of Whitchurch-Stouffville offers opportunity for career growth in a *friendly, fun, and progressive* work environment. The 2001 salary range for both the Fitness Supervisor and Aquatic Programmer positions are currently under review and include an excellent benefits package.

We invite you to forward your resume, in confidence, to: Mr. Tom Graham, Director of Community and Leisure Services, Town of Whitchurch-Stouffville, 37 Sandiford Drive, 4th Floor, Stouffville, Ontario, L4A 7X5, by *Thursday, April 12, 2001.*

*We thank all applicants and advise that those selected for an interview will be contacted by April 20, 2001.*

**RECEPTIONIST**

If you tackle your job with enthusiasm and an up-beat, positive, customer-service approach; and you want to work for a growing, progressive municipality, *then the Town of Whitchurch-Stouffville would like to hear from you!*

Reporting to the Town Clerk, our Receptionist is the first/front-line contact with the general public. You will operate our main switchboard, perform counter reception duties, answer incoming inquiries, process courier/mail deliveries, administer tender openings and departmental accounts receivable, maintain by-law and Council meeting indices, and provide general clerical assistance to the Clerk's Department.

To join our team, this position requires a successful track record operating a main switchboard and providing front-line reception duties in a busy customer-service environment. Computer literacy in word processing and keyboarding skills of 50 wpm are a must, and proficiency in WordPerfect, Corel Draw and Pagemaker is preferred. The successful candidate will have an excellent telephone manner, a friendly customer-service approach, and will have an ease and comfortable dealing with all contacts and projecting a positive public image of the Town. Good grammar, spelling and numeric skills are also necessary as is a knowledge of general office equipment operation. Experience in a public service environment with a knowledge of local government functions is preferred.

Our Town offers a *friendly, fun, and progressive* work environment, a salary range of \$23,673 to \$26,901 and an excellent benefits package.

So if you think you've got what we're looking for, and our municipality is what you're looking for, we invite you to forward your resume, in confidence, to: *Administrative Assistant, Town of Whitchurch-Stouffville, 37 Sandiford Drive, 4th Floor, Stouffville, Ontario L4A 7X5, by Friday, April 6, 2001.*

*We thank all applicants and advise that those selected for an interview will be contacted by April 12, 2001.*

**LIBRARY/AQUATIC AND FITNESS CENTER**

**Project Update**

Construction of the new facility is progressing on Schedule with the majority of work now concentrating on the inside of the building.

Exterior work nearing completion includes roofing systems, rooftop mechanical units, and site services.

Exterior finishes, parking, lot surfacing and lighting, landscaping and other items are scheduled for late spring subject to weather conditions.

Interior work continues in the areas of mechanical and electrical installations, masonry walls, pool mechanical equipment and dry wall furring and steel studs.

Floor prep in the pool and change rooms, is now underway with tile installation schedule to commence in the near future.

Keep watching this site for further updates as we get closer to the opening of this exciting new facility.

**WHITCHURCH-STOUFFVILLE PUBLIC LIBRARY**

6240 Main Street, Stouffville, ON L4A 1E2 - 905 640-2395

**Library Survey - Winter 2001**

To be completed and returned by April 30th, 2001

Please check the following information.

Results will be used in planning future development of the Library's collection.

<b>1. Gender</b> <input type="checkbox"/> Male <input type="checkbox"/> Female		<b>2. Age Group</b> <input type="checkbox"/> 7 - 14 <input type="checkbox"/> 15 - 19 <input type="checkbox"/> 20 - 24 <input type="checkbox"/> 25 - 34 <input type="checkbox"/> 35 - 64 <input type="checkbox"/> 65 & over	
<b>3. How many times did you, yourself, go to a public library in the past 12 months?</b> <input type="checkbox"/> Not at all <input type="checkbox"/> 1 - 5 times <input type="checkbox"/> 6 - 10 times <input type="checkbox"/> 11 - 20 times <input type="checkbox"/> 21 times or more			
<b>4. In the past 12 months, has anyone else in your household used the public library?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No		<b>4a. If "Yes" to 4, who else in your household uses the public library?</b> <input type="checkbox"/> Adult <input type="checkbox"/> Teen <input type="checkbox"/> Child <input type="checkbox"/> Other	
<b>5. Which kinds of material do you currently use at home, in your car, at work or on holiday? (Please check all the formats you use)</b> <input type="checkbox"/> Books <input type="checkbox"/> Magazines/Newspapers <input type="checkbox"/> Music Cassettes <input type="checkbox"/> Books on Cassette <input type="checkbox"/> Music CDs <input type="checkbox"/> Books on CD <input type="checkbox"/> Educational CDs <input type="checkbox"/> Videos <input type="checkbox"/> Movies on DVD <input type="checkbox"/> Educational DVDs <input type="checkbox"/> Other (please specify): _____			
<b>6. Do you have a computer in your home?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Soon		<b>7. Are you considering getting new media formats for your home, car, etc. in the near future?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No If "Yes", please list _____	
<b>6a. If Yes, is it:</b> <input type="checkbox"/> IBM/Windows compatible? <input type="checkbox"/> Apple/Macintosh? <input type="checkbox"/> Other: _____			
Other Comments: _____ _____ _____			

**COMMUNITY & LEISURE SERVICES**

Spring programs begin the week of April 9th, 2001.

**OPEN AIR BURNING BY-LAW**

**A reminder to all residents regarding By-law 93-28**

Any person wishing to set a fire in the municipality must first obtain a permit or approval from the Fire Department.

The guidelines that must be followed are:

- size of fire must not exceed 1 m<sup>2</sup>
- fire must be extinguished before sunset
- an appropriate means of extinguishment must be on hand
- the fire must be supervised by persons 18 years of age or older, at all times
- the fire must be a distance of 10 m in all directions from buildings, structures, hedges, fences, roadways, overhead wires or obstruction of any kind or nature
- brush only may be burned
- no burning may be conducted on construction sites
- persons setting fire shall be responsible for:
  - any damage caused by said fire
  - cost incurred by the Fire Department for extinguishment

No burning shall take place at any time of high fire hazards (i.e. dry spring conditions). Restrictions may be put in place at any time through the Office of the Fire Chief.

Any questions regarding this by-law or to obtain a permit, please contact the Fire Department Administration at (905)640-9595.



**THE (swim) SUITS ARE COMING!!!!..... Stay tuned.....**

37 Sandiford Drive, 4th Floor • Stouffville L4A 7X5

(905) 640-1900 Fax: (905) 640-7957 • (905) 895-2423

web site www.townofws.com • Automated Lines (905) 640-1910 / (905) 895-5299 • Drop off box at west entrance