



TOWN OF WHITCHURCH-STOUFFVILLE

"Country Lifestyle Close To The City"
www.townofws.com

RECRUITMENT

SPRING/SUMMER 2006

The Department of Leisure Services is now accepting applications for various positions within its 2006 Spring/Summer operation. Hours of work per week may vary.

Day Camp Counselor

must be 16 years of age
previous child care/work experience
High Five training
Standard First Aid/CPR
sincere desire to have a positive impact on camper's experience
creative and enthusiastic
seeking at least one counselor knowledgeable in skateboarding and BMX skills

Day Camp Supervisor

Previous supervisory experience
Experience working in a camp environment
High Five Training
Standard First Aid/CPR
experience working with special needs an asset

Day Camp Special Needs Counselor

Experience working with children with special needs
High Five Training
Standard First Aid/CPR
knowledge of varying needs and abilities an asset
creative and enthusiastic

Aquatics Instructor / Lifeguard

Life Saving Society Swim Instructor // Lifesaving Instructor Certificate
National Lifeguard Service Certification
Standard First Aid/CPR
Previous experience and AED an asset
**Now is the time to get certified so you will be qualified to work in the summer.*

Deck Attendant/ Cashier

Cash handling experience
Bronze Cross and Standard First Aid/CPR
Assistant Instructor and AED Certification an asset

Parks Labourer

Valid class "G" drivers licence
experienced with gas-powered push mowers, trimmers, and general parks equipment
previous experience in landscaping (sports field maintenance preferred)

Facility labourer

Perform facility cleaning and minor maintenance
Assist with room set ups and take downs
Provide direct assistance/ customer service to user groups

All positions require Standard First Aid/CPR Certification.

Interested persons are invited to submit their resume / application appropriately marked as to position(s) applying for no later than **Friday March 9, 2006** to:

Administrative Assistant - Clerk's Department
37 Sandiford Drive, 4th Floor
Stouffville, Ontario, L4A 7X5

For more information please call the Lebovic Leisure Centre
(905)642-PLAY (7529) x 323

Personal information is collected under the authority of the Municipal Act, R.S.O. 1990, C.M. 45, as amended and will be used to determine eligibility and suitability for employment with the Town of Whitchurch-Stouffville. We thank all candidates in advance but only those being considered for an interview will be contacted.

RECRUITMENT

**DEPARTMENT OF LEISURE SERVICES
AQUATIC ASSISTANT**

Lebovic Leisure Centre
Contract - March 20 - December 31, 2006

Hours: 35 hours/week as per schedule
Hours to include evenings and weekends

Job Description:

- The candidate will be responsible for:
- Performing instructional and lifeguarding duties as required.
 - Assisting with the recruitment, orientation and training of all part-time staff and volunteers.
 - Scheduling, evaluating and supervising the work activities of part-time staff and volunteers.
 - Ensuring standardized delivery of aquatic programs and maintaining a high level of customer service.
 - Maintaining all administrative records including statistics, lesson data, and back-up for bi-weekly payroll.
 - Ensuring operating standards are in accordance with provincial health regulations and department policies and procedures.
 - Assisting with registration and program design.
 - *Other duties include:* completing required records and reports, assisting with corporate initiatives and special assignments, and liaising with community groups and associations.

Qualifications/Experience:

- A diploma/degree in Recreation or a related field
- Minimum of 3 years supervisory experience in an aquatic setting
- Swim and Lifesaving Society Instructor Certification
- National Lifeguard Service (NLS)
- Standard First Aid/ CPR Level C, AED Provider
- Bronze Cross Examiners
- Aquatic Supervisor Training (AST)
- Instructor Trainer and/or NLS Instructor/Examiner
- Excellent interpersonal, administrative, organizational, instructional and supervisory skills
- Demonstrated ability to deal courteously and effectively with program participants, the public and staff
- Available to work flexible hours including evenings and weekends

Salary: \$17.00 per hour.

Interested persons are invited to submit their resume / application appropriately marked as to position(s) applying for no later than **Friday March 9, 2006** to:

Administrative Assistant
37 Sandiford Dr., 4th Floor
Stouffville, Ontario, L4A 7X5
by fax: (905)640.7957 email: chris.paule@townofws.com

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**PUBLIC NOTICE
COUNCIL MEETING TIME CHANGE**

The Council in Committee and Council meeting scheduled for Tuesday, February 21st, 2006 will begin at 6:30 p.m. for the **DOORS OPEN COLOURING CONTEST PRESENTATIONS**

Council Chambers, 37 Sandiford Drive,
4th Floor, Stouffville

2006 INTERIM PROPERT TAX BILLS

1st Installment Due - February 24, 2006

2nd Installment Due - April 21, 2006

INTERIM TAX bills have now been mailed. Ratepayers who have not received their bills should contact the Municipal Tax Department as soon as possible. Failure to receive a tax bill does not eliminate the responsibility for payment of taxes or the penalty charges for late payment.

TAX PAYMENTS may be made by mail, or in person at the Town Office, 37 Sandiford Drive, 4th Floor, and at most Financial Institutions through tellers, banking machines and by telephone and Internet banking. Banking fees may apply. After hours, tax payments may be made in the drop box at the front west entrance door of the Imperial Building (37 Sandiford Drive).

When paying tax instalments by Telephone, Internet and Bank Machines, please ensure that the **ROLL NUMBER AS SHOWN ON YOUR TAX BILL** is used.

APPEALING THE CURRENT MARKET VALUE ASSESSMENT on your property must be done before the deadline of **March 31, 2006**. Please direct questions regarding assessments to the Municipal Property Assessment Corporation (MPAC) at 1-866-296-6722. Appeal forms are available at the Town offices.

VACANCY REBATE APPLICATIONS are available at the Town offices during business hours, for any commercial or industrial properties that have been vacant for 90 consecutive days. The deadline for submitting the application for the 2005 taxation year is **February 28, 2006**.

Ruth Armstrong,
Tax Collector AMCT, CMTIC

MUSEUM

TO CELEBRATE HERITAGE WEEK 2006

And to showcase the entries of the ...
Doors Open Whitchurch-Stouffville
"Celebrating Our Cultural Heritage Places"
Colouring Contest

The Whitchurch-Stouffville Museum will be open Saturday and Sunday, February 18th and 19th, 1:00 - 5:00 pm

Don't miss this opportunity to enjoy our young people's impressions of a local cultural heritage treasure try some hands-on activities tour the Museum's restored heritage buildings and ...cast your vote for the "People's Choice" award for each age category in the contest. Deadline for People's Choice ballots: Sunday, Feb. 19th at 5:00 pm.

The display of the ...
Doors Open Whitchurch-Stouffville
"Celebrating Our Cultural Heritage Places"
Colouring Contest

will continue until Friday, March 3, 2006.
Regular Museum Hours: Monday-Friday, 1:00 - 5:00 pm
Admission: Free (Donations gratefully accepted)

The Whitchurch-Stouffville Museum is located at 14732 Woodbine Avenue, 3 km north of Bloomington Road in the historic hamlet of Vandorf. For more information, please call (905) 727-8954 or 1-888-290-0337 or visit www.townofws.com/museum/

Contest prizes - including the "People's Choice Awards" - will be awarded at the Town Council meeting on the evening of Tuesday, February 21, 2006, Council Chambers, 4th Floor, 37 Sandiford Drive, Stouffville.

3rd Annual Stouffville Winter Carnival
February 11, 1-4pm Cedar Beach Pavilion, Musselman's Lake