

Summer employees of the City of Orillia Parks and Recreation Department are all key players in providing an environment which maintains and enhances a healthy leisure lifestyle and safety of our citizens, promotes personal and economic growth, and protects the physical environment within our community. If that type of work appeals to you, consider joining our team.

APPLICATION PROCESS

Summer applications are available in mid December at the same time the recreation brochure is available.

Applications are available on-line or at the Orillia City Centre located at 50 Andrew street, Orillia.

To check for current job postings, go to the City website Employment Opportunities page by [clicking here](#).

SCREENING PROCESS

All resumes submitted to a student job category will be reviewed and screened by the department.

Only students selected for an interview will be contacted .

If applying for a position within day camps or waterfront you will be required to submit proof of continued full-time enrolment in the fall at time of interview.

INTERVIEW PROCESS

Interviews will commence as follows:

- *Parks and Facilities – late March and may continue to late May*
- *Day Camps – Employee Selection Day – March*
- *Waterfront – late March and may continue to late May*

If you are selected for an interview, you will be contacted by appropriate area within the recreation department

If you are away at school, telephone interviews are not acceptable.

Please ensure that you have indicated, on your resume, a contact number where you can be reached during the school semester, as well as an alternate contact number.

REQUIRED DOCUMENTATION

Proof of full-time study enrolment at high school, community college or university in the fall will be required at time of interview.

Other position specific documentation, such as driver's license, police clearance, aquatic documentation, first aid and CPR etc. will be asked for at time of job offer.

You are required to have a valid Social Insurance Card.

A void cheque or a direct deposit form completed by your bank for payroll purposes (direct deposit).

MANDATORY ORIENTATION

New students will be required to attend an orientation session:

- *Parks and Facilities – April 27th, 2008 (during the day) and May 2nd 2008 (during the day)*
- *Day Camps – May 24 ,2008 (all day) and the last week of June (all day, all week)*

Dates and times will be confirmed at the time of job offer.

If you DO NOT attend the mandatory orientation, you WILL FORFEIT your summer student employment.