



## TOWNSHIP OF WHITE RIVER

### Visitor Services & Summer Programs Coordinator Summer Student Position

Anticipated start date – May 4, 2026.

#### **The Township is seeking a Visitor Services & Summer Programs Coordinator.**

The employee will be responsible for assisting with displays, summer programming and interact with visitors to the museum and information Centre. The role also includes providing guidance and support to student staff at the Information Centre. **The successful candidate will:**

- create a work schedule.
- develop a cleaning schedule
- learn how to complete weekly sales and financial sheets, bank deposits and report back to the Township Office.
- take inventory of items for sale and order supplies when necessary.
- assist with displays and events.
- assist with the development and running of local outreach programs.
- Performs other duties as assigned in support of visitor services, events, and program operations.

#### **Qualifications and Eligibility:**

- be a Canadian citizen or a permanent resident or have refugee status in Canada; Note: Non-Canadian students holding temporary work visas or awaiting permanent resident status are not eligible.
- be legally entitled to work in Canada (have a valid social insurance number).
- be between 16 and 30 years of age inclusively at the start of employment.
- be a high school, college, CEGEP or university student; and

We invite you to take on the challenge and consider joining our team. Come and experience the reality of having a challenging and fulfilling career while still enjoying a healthy, peaceful lifestyle.

Please note the application deadline: **4:00 pm local time, April 22, 2026.**

This job is 7-hour workdays, at 35 work hours a week.

#### **How to Apply**

Interested candidates are required to submit a cover letter and a resume no later than Wednesday, April 22, 2026, at 4:00 pm to: Township of White River, 102 Durham Street,

PO Box 307, White River, Ontario P0M 3G0 Email: [adminassistant@whiteriver.ca](mailto:adminassistant@whiteriver.ca)

For more information call (807) 822-2450 x200

We thank all applicants for their interest but only those selected for an interview will be contacted.

To learn more about our community, please visit our website: [whiteriver.ca](http://whiteriver.ca)