



## Township of Melancthon

### Job Posting

### Administration/Customer Service Summer Student

---

**This posting closes at 4:00 p.m. on Friday, April 13, 2026**

---

The Township of Melancthon is currently accepting applications for the position of Administration/Customer Service Summer Student.

We are seeking a reliable and enthusiastic summer student to support the Township Administration Office from May 2026 to August 2026. The successful candidate will assist with a range of clerical and administrative duties for various Township Departments, including providing customer service to the public both in person and by phone. Applicants must be self-motivated, able to work independently with minimal supervision, and comfortable working as part of a team. Basic computer proficiency is required.

#### **Qualifications:**

- Must meet requirements of the Canada Summer Jobs program.
- Must be a current post-secondary student attending an accredited University or Community College or Ontario Ministry of Education equivalent.
- Must be attending on a full-time basis at the time of application:  
Full-time attendance is defined by the educational institution and typically requires 4 or more courses per semester.
- Must be returning to full-time attendance in September of 2026.
- Must be legally entitled to work in Canada and able to provide a Social Insurance Number (SIN).
- Preference will be given to those in the Municipal Government or related field.
- Must have reliable transportation, this is an in-person position, not accessible by public transportation.

#### **Responsibilities:**

- Provide general administrative support to departments including but not limited to: photocopying, document filing, and general office procedures.
- Assist with special projects initiatives (cross departmental), data entry.
- Front desk customer engagement.
- Engaging with residents over the phone.
- Assist with website and social media updates and messaging.
- Assist with letter mail preparation and distribution.
- Other duties as assigned.

**The successful candidate will be asked for the following:**

- Proof of your authorization to work in Canada.
- Verification of your current and valid certificate(s) and/or educational qualifications.
- Ontario Driver's License abstract.
- Criminal Record Check.

**Compensation:**

This is a non-union position with an hourly wage of \$18.00 (2026 rates).

**Hours of Work:**

Monday to Friday, 8:30 a.m. to 4:30 p.m. (37.5 hours per week).

**Location and Environment:**

This is an in-person temporary position working at the Township Administration Office: 157101 Highway 10, Melancthon, ON L9V 2E6.

Please note: This position does not qualify for remote work.

**Please email a cover letter and resume to:** [sculshaw@melancthontownship.ca](mailto:sculshaw@melancthontownship.ca)

**Deadline: April 13, 2026, at 4:00 p.m.**

*The Township of Melancthon is an equal opportunity employer. If you require any accommodation at any point during the application and hiring process, please contact our office. Any information received relating to accommodation will be addressed confidentially.*

*Personal information will be used to determine eligibility for potential employment and is collected pursuant to the Municipal Freedom of Information and Protection of Privacy Act.*

We thank all applicants; however, only those selected for an interview will be contacted.