



The Town of Amherst is currently accepting resumes for the following Summer Student positions:

**Turf Maintenance-** Assist with turf maintenance and upkeep such as, but not limited to- mowing, trimming, raking, weeding, litter pick up, and turf repair.

**Landscape Maintenance-** Duties will include but are not limited to- assistance with the installation and maintenance of all floral displays such as planting, weeding, edging, mulching, and watering of flower beds, trees, and hanging baskets. Litter pick up and general beautification duties will also apply.

**Trail Maintenance-** Provide assistance with maintenance of town trail system. Duties will include but are not limited to mowing, trimming, litter pick up, tree trimming, and trail repairs. Responsible for the overall tidiness of the trails system.

**Robb Sports Complex-** Assist in daily operations and overall tidiness of Robbs Sports Complex. Duties will include but are not limited to, field maintenance and repair- mowing, trimming, lining ball fields, painting, and litter pickup.

**Recreation Programmers-** Responsible for the development and coordination of programs to support family first and will also work to promote tourism, recreation, arts and culture within the town.

**Administration** - The successful applicant will work with staff in the Corporate Services Department in all aspects of processing accounting information, as well as records management. He/She will be given exposure to all accounting functions while gaining experience with the latest technological software SAP now being used in other municipalities throughout the Province.

**Engineering Services** - This work could include assisting engineering techs with general office work, filing, information management, copying information from one format to another and some topographical survey as well as information gathering.

All of the positions will require: - (exception – Administration and Engineering)

- Availability to work Holidays, Evenings, and weekends.
- Must have been a full-time student in 2016/2017 and returning to full-time post secondary schooling in the fall of 2017.
- Availability to commence work on or close to May 1, 2017 with a projected end date of September 3<sup>rd</sup>, 2017.

Please submit resumes to:

Human Resources  
Town of Amherst  
P.O. Box 516  
Amherst, NS B4H 4A1

[kjones@amherst.ca](mailto:kjones@amherst.ca)

(Only those selected for interviews will be contacted)

