



At the Buckhorn Community Centre

- We are looking for summer help to assist our manager for 6 weeks this summer. The position will start July 2/19. The wage is \$14 / hour, 30 hours per week
- We are looking for an enthusiastic person who will be happy to take on a variety of tasks including basic office duties such as answering phones, updating our database and website, and welcoming visitors to the BCC.
- Over the summer, the BCC hosts many events. The assistant would also be involved with the set up and take down of equipment, decorating, and will be assisting volunteers in designated tasks.
- The successful candidate will have basic computer experience including proficiency in Word. As this position is being funded by a federal grant, we must adhere to the grant guideline and the successful candidate must be between the ages of 15 & 30 years old.
- This position would appeal to applicants enrolled in or with an interest in event planning or recreation. Most of our volunteers and daily activity participants are seniors.
- Kindly submit your resumé to the manager's attention by Friday June 7 at 5pm. Only applicants who reach the interview stage will be contacted.

Applications can be emailed to

buckhorncc40@gmail.com

dropped off at the BCC or mailed to

P.O. Box 280, Buckhorn ON, K0L 1J0