

Woolwich Township Job Posting



Date: March 8, 2024
Position: Student Municipal Law Enforcement Officer
Department: Corporate Services
Hourly Rate: \$18.00 - \$20.00 / hour
Hours of Work: Up to 35 Hours per Week, with some evening and weekend work

Discover the charms of the Township of Woolwich, a growing community with a bright, well-managed and well-planned future in the Region of Waterloo. Woolwich is known for its unique heritage, farms and farmers markets, scenic trails, bridges, and landmarks. Our communities provide a rural lifestyle with all the conveniences of urban centres nearby. The quality of life in Woolwich is superior, and as an employee of the Township, you will play a key role in helping shape the next phase of our future growth and development.

Corporate Services is seeking one (1) Temporary Student Municipal Law Enforcement Officer from May until August 30, 2024.

Responsibilities:

The successful candidate will be responsible for:

- Assisting Municipal Law Enforcement Officers during inspections and issuing licenses, exemptions and notices
- Parking enforcement and data entry
- School parking enforcement support
- Dog tag sales, neighbourhood canvassing and data entry
- Providing exceptional customer service in all duties
- Other duties as assigned

Qualifications, Knowledge, Skills and Work Requirements

- Must be enrolled in Post-secondary education in Law and Security, Police Foundations, Community and Criminal Justice or equivalent
- Previous experience in the municipal or law enforcement sectors would be an asset
- Ability to understand and interpret Township by-laws and legislation, including the Provincial Offences Act and Highway Traffic Act
- Excellent written and verbal communication and interpersonal skills
- Exceptional customer service and demonstrated skill with conflict resolution
- Computer literacy with emphasis on Microsoft Office suite

Working Conditions:

- Monday to Friday with flexibility and availability to work early morning, evening, and weekend shifts as required, 35 hours per week
- Travel will be required therefore a valid G driver's license, clean driving record, and reliable vehicle is required
- General office environment

Interested applicants are invited to submit their resume via email to hr@woolwich.ca prior to **4:00pm on March 22, 2024. Please quote job posting 2024-19.**

All applicants are thanked for their interest in these positions, however, only those selected for an interview will be contacted.

The Township of Woolwich is committed to diversity and inclusion and offers an accessible workplace. We are an equal opportunity employer and are committed to meeting the needs of applicants during all phases of the hiring process. This document is available in alternate formats, or with accessible communication supports, upon request.