

Town of Caledon

make a difference



Job Title: Student, Planning
Closing Date: March 25, 2025, 12pm

Town of Caledon is a dynamic municipality that successfully balances urban, rural, and agricultural communities. Our energetic staff are guided by our core values that create an environment for continuous improvement and customer service excellence. Come see how you can ***make a difference!***

Why Work a Summer with the Town?

- Apply learned knowledge and skills in a real-world setting
- Gain valuable field experience in your area of study
- Learn about municipal government structure and processes
- Earn competitive wages, and work full-time hours

The Opportunity

Reporting directly to the Manager, Development Design this role provides assistance and support to development staff. As the Student, Planning, you will perform the following duties, including but not limited to:

- Provide support regarding various development projects and related research
- Assist Planners on processing Inquiry Meetings, Preliminary Meetings and other development-related applications
- Generate planning documents, including but not limited to, manuals and procedures
- Provide excellent customer service by responding to telephone and counter inquiries
- Organize meetings, as well as respond to inquiries and action items as directed
- Develop, maintain and work to improve job related standard operating procedures
- Participate in all mandatory training requirements
- Perform additional duties and undertake special projects as assigned

The Ideal Candidate

We are seeking a student working towards a degree or diploma in Geography, Planning, or equivalent and are returning to school in Fall of 2025.

The
ideal



6311 Old Church Road
Caledon, ON L7C 1J6
www.caledon.ca

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candidate will have knowledge of Planning including processes, legislation, and urban design/heritage preservation. We are seeking an individual with superior interpersonal skills, organizational skills with attention to detail and ability to meet deadlines. Previous experience in an administrative setting is an asset.

The successful candidate for this position will be required to work a flexible schedule.

This position offers an hourly rate starting at \$20.62.

Satisfactory proof of schooling or return to school, may be requested.

The Town is committed to diversity and inclusivity in employment and welcomes applications from qualified individuals of diverse backgrounds. The Town is an equal opportunity employer that is committed to an inclusive and barrier-free workplace. If your application requires accommodation, please contact People Services at (905) 584-2272 Ext. 4738.

*Applications for this posting will be accepted until **March 25, 2025 12:00PM EST.***

How To Apply

To learn more about employment with the Town of Caledon and to apply for this exciting and challenging opportunity, visit: www.caledon.ca/careers

If needed and upon request, this document can be made available in an alternative format.



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