



2025 Summer Student Employment Opportunities

Are you looking for a Summer Job? The City of North Bay is looking for enthusiastic, hardworking individuals to join our team this summer!

To be hired as a summer student you:

- Must be enrolled in school during the year in which you are applying for a summer job. Please note that preference will be given to students who are entering or returning to post secondary studies in September 2025.
- Must intend on returning to school at the end of the period of employment.
- Must be legally allowed to work in Canada.

To apply for a Summer Student Opportunity with the City of North Bay:

1. Review the list of available opportunities below.
2. Send a cover letter and resume saved in **one pdf document** by email to studentjobs@northbay.ca. Review of applications will begin on Monday March 24, 2025; however this ad will remain posted until the positions are filled.
3. In the email, clearly indicate which positions you are applying for in order of preference. **You only need to apply once.**

While we appreciate the interest of all applicants, only those selected for an interview will be contacted.

Accommodation will be provided in all parts of the hiring process. We encourage applicants to make their needs known to Human Resources in advance.

The City of North Bay is an Ontario Municipal Employees Retirement System (OMERS) Employer. For more information on the benefits of a defined benefit pension plan please visit <https://www.omers.com/>

Just north enough to be perfect, North Bay is a diverse community that offers a blend of opportunity and easy living. Servicing a regional catchment area of 112,000 people, this progressive city of 51,553 residents is nestled between Lake Nipissing and Trout Lake and is conveniently located just three and a half hours from major Ontario centers such as Toronto and Ottawa. Join our team and create your future with the Corporation of the City of North Bay. We can help you grow.

An Equal Opportunity Employer

Please note that all summer student employment opportunities are subject to available funding

Beach Director

Qualifications:

- Satisfactory Criminal Record Check (Vulnerable Sector Check) dated within the last 3 months (or willing to obtain); employment is not confirmed until the receipt of a satisfactory criminal reference check with Vulnerable Sector Screening
- Must hold a minimum standard of N.L.S. Waterfront
- Must hold a current A.C.E
- Must hold a current C.P.R. Certificate
- Must be a minimum of 16 years of age
- Must display managerial and supervisory skills
- Must hold a valid class 'G' Ontario driver's license

Responsibilities:

- Assist with the design and implementation of the aquatics training program
- Day-to-day aquatics program administration
- Staff scheduling
- Some budget monitoring
- Delivery of supplies
- Assist with the weekend and evening "on call" duty
- Assist with the enforcement of policies and procedures
- Be responsible for the promotion of a "Water Smart" program

Anticipated Start and End Date: May 5, 2025 – August 29, 2025

Hours of Work: 40 hours per week

Schedule: Shift work 7 days/week

Wage rate: \$21.00/hour

Head Lifeguard

Qualifications:

- Satisfactory Criminal Record Check (Vulnerable Sector Check) dated within the last 3 months (or willing to obtain); employment is not confirmed until the receipt of a satisfactory criminal reference check with Vulnerable Sector Screening
- Must be a minimum of 16 years of age
- Must hold a current C.P.R. certificate
- Must hold a minimum of N.L.S. Waterfront
- Preference given to candidates holding Aquatic Emergency Care

Responsibilities:

- Carry out Lifeguard duties at one of the City's supervised beaches
- Prepare and carry out emergency procedures effectively
- Follow departmental policies and procedures
- In the event of Beach Postings, the Lifeguard must be prepared to work alternate duties as assigned (this may require safety-toed work boots)

Anticipated Start and End Date: June 23, 2025 – August 29, 2025

Hours of Work: 40 Hours per week

Schedule: Shift work 7 days/week

Wage rate: \$20.00/hour

Lifeguard

Qualifications:

- Satisfactory Criminal Record Check (Vulnerable Sector Check) dated within the last 3 months (or willing to obtain); employment is not confirmed until the receipt of a satisfactory criminal reference check with Vulnerable Sector Screening
- Must be a minimum of 16 years of age
- Must hold a current C.P.R. certificate
- Must hold a minimum of N.L.S. Waterfront
- Preference given to candidates holding Aquatic Emergency Care

Responsibilities:

- Carry out Lifeguard duties at one of the City's supervised beaches
- Prepare and carry out emergency procedures effectively
- Follow department policies and procedures

- In the event of Beach Postings, the Lifeguard must be prepared to work alternate duties as assigned (this may require safety-toed work boots)

Anticipated Start and End Date: June 23, 2025 – August 29, 2025

Hours of Work: 40 Hours per week

Schedule: Shift work 7 days/week

Wage rate: \$19.50/hour

Summer Youth Centre Staff

Qualifications:

- Must hold a current First Aid and CPR Certificate
- Satisfactory Criminal Record Check (Vulnerable Sector Check) dated within the last 3 months (or willing to obtain); employment is not confirmed until the receipt of a satisfactory criminal reference check with Vulnerable Sector Screening
- Display leadership and supervisory skills

Responsibilities:

- Day-to-day operation of center – Report writing, paperwork, contacting parents/guardians, etc.
- Co-supervision of up to 30 program participants ages 6-14 in a variety of settings including indoors, outdoors, and field trips
- General program coordination of sports/games/physical activities, health and wellness activities, and arts & crafts
- Cleaning/sanitizing surfaces/equipment

Anticipated Start and End Date: June 23, 2025 – August 29, 2025

Hours of Work: 40 hours per week

Schedule: Monday – Friday from 10:00am – 6:00pm

Wage rate: \$17.20/hour

Marina Attendants

Qualifications:

- Preference will be given to students who have marina, retail and/or security experience
- Able to deal effectively with the public
- Successful candidates will be required to wear Safety Work Boots which cover the ankle and bear a green safety emblem
- Satisfactory Criminal Record Check dated within the last 3 months (or willing to obtain) Employment is not confirmed until the receipt of a satisfactory criminal reference check

Responsibilities:

- Keeping the launch ramp and docks clean
- Keeping the marina washroom clean
- Assist boaters with their needs
- Serve gas and pump out septic systems
- Maintaining a cash float for daily sales
- Perform slip rental bookings

Preference will be given to Candidates with availability to continue working on a part-time basis to October 3, 2025

Start Date: Training for all positions will take place in late April or early May

Full Time: May 5, 2025 – August 29, 2025: 40 hours per week
August 30, 2025 – October 3, 2025; Part Time work available

Schedule: Shift Work – 7 days/week

Wage rate: \$17.20/hour

Assistant Marina Coordinator

Qualifications:

- Currently attending secondary or post-secondary facility
- Preference will be given to students who have marina, retail and/or security experience
- Able to deal effectively with the public
- Successful candidates will be required to wear Safety Work Boots which cover the ankle and bear a green safety emblem
- Satisfactory Criminal Record Check dated within the last 3 months (or willing to obtain); employment is not confirmed until the receipt of a satisfactory criminal reference check

Responsibilities:

- Communicate daily expectations and activities with the Facilities Coordinator
- Assist in supervising Marina Attendants work, prepare work schedules, prepare daily cash reconciliation
- Keeping the launch ramp and docks clean
- Keeping the marina washroom clean
- Assist boaters with their needs
- Serve gas and pump out septic systems
- Maintaining a cash float for daily sales
- Perform slip rental bookings

Start Date: Training for all positions will take place in late April or early May

Full Time: May 5, 2025 – August 29, 2025: 40 hours per week
August 30, 2025 – October 3, 2025; Part Time work available

Schedule: Shift Work – 7 days/week

Wage rate: \$18.00/hour

Parking Maintenance Student:

Qualifications:

- Must be able to follow instructions explicitly
- Must be in good physical condition
- Must be attending a Post-Secondary Institution
- Must be a minimum of 16 years of age
- Successful candidates will be required to wear Safety Work Boots which cover the ankle and bear a green safety emblem
- Satisfactory Criminal Record Check dated within the last 3 months (or willing to obtain) Employment is not confirmed until the receipt of a satisfactory criminal reference check

Responsibilities:

- Sweeping, garbage pick-up, collecting coins
- Painting
- Possible office work
- Assisting with meter repairs & maintenance
- Lawn & planter maintenance

Anticipated Start and End Date: May 5, 2025 – August 29, 2025

Hours of work: 40 hours per week

Schedule: Monday – Friday 6:00 am– 2:00 pm

Wage rate: \$17.20/hour

Parks Summer Students

Qualifications:

- Must be able to follow instructions explicitly
- Preference will be given to students who have landscape maintenance experience
- Successful candidates will be required to wear Safety Work Boots which cover the ankle and bear a green safety emblem
- Must be a minimum of 16 years of age

Responsibilities:

- The students will perform various general labour tasks as they relate to Parks Ground and Facility maintenance. Such tasks will include painting; cleaning; mowing; raking; and general ground maintenance. They will participate in the parks beautification program which will include planting flowers and plants, garbage pick-up, painting structures. Students will also learn to take the initiative and perform various labour tasks.

Anticipated Start and End Date: May 5, 2025 – August 29, 2025

Hours of work: 40 hours per week

Schedule: Varies – may include weekends

Wage rate: \$17.20/hour

Environmental Services Summer Student

Qualifications:

- Post-secondary education in Education or Environmental Science/Studies, Biology
- Excellent Communication skills
- Good interpersonal skills
- Good computer skills
- Available to work Saturdays
- Access to a vehicle would be beneficial
- Successful candidates will be required to wear Safety Work Boots which cover the ankle and bear a green safety emblem

Responsibilities:

- The student will assist in the development and implementation of environmental education programs for the City of North Bay. The student will assist in the development of radio and newsprint, ads, and the development of the North Bay's 2025 Blue box calendar. The student will assist the City's Hazardous Waste Depot and Electronic Drop-off Depot.

Anticipated Start and End Date: May 5, 2025 – August 29, 2025

Hours of work: 40 hours per week

Schedule: Varies – may include weekends

Wage rate: \$17.20/hour

Facilities Project Management Assistant

Qualifications:

- Post-secondary education in Education in Engineering
- Excellent Communication skills
- Good interpersonal skills
- Good computer skills
- Available to work Saturdays
- Access to a vehicle would be beneficial
- Successful candidates will be required to wear Safety Work Boots which cover the ankle and bear a green safety emblem
- Must be a minimum of 16 years of age

Responsibilities:

- The student will assist the Project Manager with planning and maintaining new and existing projects. The student will also assist with various environmental, water and wastewater program including assisting in preparing and updating various reports, data collection and record data using a variety of computer programs. The student will perform other various administrative tasks. The student will learn to participate in job planning. They will learn to take the initiative to perform various tasks related to the job and will learn to work alongside senior staff.

Anticipated Start and End Date: May 5, 2025 – August 29, 2025

Hours of work: 40 hours per week

Schedule: Varies – may include weekends

Wage rate: \$17.20/hour

Sewer & Water Summer Student Labourers

Qualifications:

- Must be able to follow instructions explicitly
- Must be in good physical condition
- Available to work Saturdays
- Access to a vehicle would be beneficial
- Successful candidates will be required to wear Safety Work Boots which cover the ankle and bear a green safety emblem
- Must be a minimum of 16 years of age

Responsibilities:

- The students will participate in general labour duties which will involve general cleaning; raking; shoveling; painting hydrants and will work closely with senior staff. The students will also participate in various administrative functions such as filing and updating daily work sheets.

Anticipated Start and End Date: May 5, 2025 – August 29, 2025

Hours of work: 40 hours per week

Schedule: Varies – may include weekends

Wage rate: \$17.20/hour

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