

The Ridge Community League

Summer Student Job Posting

The Ridge Community League (centre located at 2111 Haddow Drive) in conjunction with the Government of Canada is pleased to announce that we have two 8-week positions available through the Canada Summer Jobs Program.

To be eligible to work under this program, the successful candidates must:

- Be between the ages of 15 and 30 years old
- Be a Canadian Citizen or Permanent Resident
- Be eligible to work in Canada (have a valid social insurance number)

Both are seasonal positions for 8 continuous weeks.

Position 1: General Labourer May 25, 2026 to July 17, 2026
Monday to Friday 8:30 a.m. to 4:00 p.m. for 35 paid hours per week. Start date is flexible.
Salary: \$18 per hour plus vacation pay

General Labourer Responsibilities:

- Perform general grounds maintenance including, mowing, trimming, weeding, raking, watering
- Participate in litter clean-up
- Building up-keep including painting, window/wall washing and weekly cleaning
- Assist with the preparation and clean-up of special events.
- Other duties as assigned.

Experience/Requirements for General Labourer:

- Previous work experience using push mowers and cord trimmers
- Knowledge and experience of general gardening is an asset
- Able to perform duties with constant standing, walking, bending and crawling
- Ability to work in a variety of outdoor weather conditions
- Ability to work independently
- Must have a means of commuting between 3 locations – Haddow Park, Henderson Park and Falconer Heights Park

Position 2: Computer Support/General Labourer June 22, 2026 – August 14, 2026
Monday to Friday 8:30 a.m. to 4:00 p.m. for 35 paid hours per week. Start date is flexible.
Salary: \$18 per hour plus vacation pay

Computer Support/General Labourer Responsibilities:

- Support the transition to Google Workspace (Gmail, Google Drive, Docs, etc) from Outlook and other platforms
- Organize digital files and create clear, shared folder systems
- Assist with document migration
- Provide support to board members learning new systems
- Help improve and streamline administrative processes as needed
- General Labourer responsibilities as listed above

Experience/Requirements for Computer Support/General Labourer:

- Experience working with Google Workspace in a professional setting
- Experience organizing information, files, or systems
- Experience helping others learn or use technology
- Administrative or coordination experience
- General Labourer experience/requirements as listed above

The Ridge Community League is committed to inclusive, accessible and barrier free employment practices and to creating a workplace that reflects and supports the diversity of the community we serve. Please let us know if you require an accommodation and we will work with you to ensure a barrier free hiring process.

Please apply with your resume and cover letter to: jobs@theridgeonline.ca