

Woolwich Township Job Posting



Date: March 25, 2025
Position: Student Municipal Law Enforcement Officer (seasonal)
Hourly Rate: \$19.00 - \$22.00 per hour

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) Seasonal Student Municipal Law Enforcement Officer from approximately May 5 until August 29, 2025.

Purpose of Position and Profile

The Student Municipal Law Enforcement Officer will assist full-time officers in enforcing municipal by-laws and regulations. In this role, the student will also learn how to manage community interactions, maintain public order, and address violations. This position provides a valuable opportunity for students to apply their academic knowledge in real-world settings, gaining hands-on experience with law enforcement procedures, policies, and community engagement.

Responsibilities:

- Patrol assigned areas to ensure adherence with township by-laws and regulations. Issue notices for violations and prepare detailed reports on enforcement activities.
- Provide support to Municipal Law Enforcement Officers during inspections, assisting with the collection of data and documentation of violations.
- Assist in the sale of dog tags and engage in neighbourhood canvassing efforts to promote compliance with municipal by-laws. Collect and input relevant data.
- Provide exceptional customer service when interacting with the public, helping, answering inquiries, and delivering information about municipal regulations.
- 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 Tuesday, April 8, 2025. Please quote job posting 2025-23.**

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.