

JOB AD

Student - OP Communications Dispatcher

Organization: Ontario Place Corporation

City: Toronto, Ontario

Job Term: April 2021 – September 2021 (Term varies depending on position)

Salary: \$14.25 - \$15.10 per hour

Hours: up to 40 hours per week

- Are you a student looking for an opportunity to build your career over the summer? Are you passionate about making a difference?
- Ontario Place Corporation (OPC) seeks outgoing and enthusiastic individuals to be part of the team of Security Officers providing visitors with exceptional Ontario Place experiences.

AMENDMENT: Please note the posting period has been extended.

What can I expect to do in this role?

Work Description:

As an Ontario Place Communications Dispatcher, you will be responsible for staffing the Control Centre at Ontario Place, and you may have the opportunity to work on some or all of the following activities:

- Answer all inbound calls for information and emergencies on the property.
- Coordinate response calls to all on-site emergency situations, and dispatch staff from the Maintenance and Security departments, as needed.
- Create incident reports, maintain logs, and issue equipment to staff.

Note: You are required to maintain your composure under stress and to co-ordinate information delivery to Senior Security Officers as needed.

How do I qualify?

Mandatory

1. **Student Status:** All summer jobs require a “student” status. A student is defined as someone enrolled in a secondary or post-secondary institution (currently or for the fall semester) or has graduated within the past six months. If you graduated in January, you could apply for and start a summer student position in the Ontario Public Service up until June of that year.
2. **Age:** You must be a minimum of 18 years of age. There is no maximum age limit for applying to summer student positions. Age parameters will be provided on the job advertisement and you must meet all age requirements by May 1st.
3. **Residency:** You must be a resident of Ontario during the term of employment.
4. **Work Status – Ability to Work in Canada:** You must be legally entitled to work in Canada. You are also required to have a valid Social Insurance Number (SIN) upon being hired.

Skills

Communication and Interpersonal skills:

- You apply your excellent customer service skills and your verbal, written, and active listening communication skills to respond to phone, email, and in-person inquiries, and provide information to internal clients and/or the public.
- You apply your administration and written communication skills to prepare and maintain a variety of logs and documents.

Organizational Skills:

- You apply your administration and organizational skills to coordinate responses to emergency situations and dispatch team members effectively.
- You work independently or as part of a team; you plan, organize and prioritize your work to meet competing deadlines.

Other Requirements:

- You are willing and able to work a rotating shift schedule 7 days/week, including weekends and statutory holidays.

Conditions / Environment:

Work is performed in an indoor and outdoor environment.

How to Apply

Please submit a resume and cover letter to hr@ontarioplace.com quoting the position number and title: **Job # 3245 Student - OP Communications Dispatcher** in the subject line.

The deadline to apply is **Monday February 15, 2021 11:59 pm EST**. Late applications will not be accepted.

We thank you for your interest. Only those selected for further screening or an interview will be contacted.
For additional information about Ontario Place, please visit www.ontarioplace.com