

505 GENERAL HELP WANTED

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CALLING ALL KIDS

The Orangeville Citizen is currently seeking newspaper carriers for the following route:

Route 1

Montgomery Blvd. From #200 - up to B-Line Both Sides

55 papers

NEEDED IMMEDIATELY
Call Sandi.....519-941-2230



THE CORPORATION OF THE COUNTY OF DUFFERIN

Dufferin Oaks
Requires
Registered Practical Nurses

Mission

Dufferin Oaks is a non-profit, long-term care facility, owned and operated by the Corporation of the County of Dufferin, dedicated to providing a continuum of the highest quality care for both residents and clients in partnership with the community.

Part-time positions available immediately. The successful candidate will demonstrate understanding, patience and compassion when relating to the residents, families, visitors and employees of Dufferin Oaks. Successful candidates will hold a current certificate of competence with the College of Nurses of Ontario.

This position offers a comprehensive benefit package and a salary range of \$25.94 - \$28.34 per hour.

If you have the right attitude and qualifications, come join our team at Dufferin Oaks. Interested applicants should submit a resume to the undersigned:

Jennifer Power, Director of Care
Dufferin Oaks
151 Centre Street
Shelburne, ON L0N 1S4
Fax: (519) 925-5067
E-mail: jpower@dufferincounty.on.ca

CORPORATION OF THE TOWNSHIP OF MELANCTHON

EMPLOYMENT OPPORTUNITY - WORKS DEPARTMENT

The Corporation of The Township of Melancthon requires a full time Public Works Department Employee. This position requires the applicant to be able to work flexible hours, and be available for weekends, as weather and circumstances dictate.

Duties include:

- physical work related to the construction, repair and maintenance of roads, etc.
- operation of a wide range of machinery (small and large)
- "on-call" on a rotational basis, outside of regular hours

Qualifications:

- must possess a Valid DZ Licence (minimum) and have a clean driving record
 - ability to work in temperature and moisture extremes
 - ability to work independently and in a team environment
 - experience operating a grader and tandem snow plow.
- Please submit resume with driving abstract to the undersigned no later than 4:00 p.m., June 26, 2009.

All applicants are thanked for their interest, but only those selected for an interview will be contacted. Information collected will be used in accordance with the Municipal Freedom of Information and Protection of Privacy Act for the purpose of selection.

Allen Braiden, Road Superintendent
Township of Melancthon
R.R.#6, Shelburne, Ontario
L0N 1S9

Phone: 519-925-5525 Fax: 519-925-1110

508 CAREERS

508 CAREERS

600 MERCHANDISE

THE SCOTTISH NOOK - Old country style baking & specialty meats. Imported UK goods & candies, jewellery & gift items. Killwear rental. Tea Room open for lunch & tea. Scottish breakfast Sunday's 10am - 1pm. 283 Main St. Schomberg ON. 905-939-2710. www.thescottishnook.com tfnb

601 ARTICLES WANTED

BARBECUES WANTED for recycling. Don't take it to the landfill, we will pick it up for free. Other metal items as well. Call Bob 519-925-0049. tfn

602 ARTICLES FOR SALE

2 STAR CHOICE SATELLITE dishes used only 2 1/2 months. New \$100 each. Will sell for 2 for \$100 firm. Call 519-941-8372. tftno

4 DRAWER FILING CABINET, 2 small TV sets. Make an offer. Call 519-938-6700. tftno

REID FARM MARKET - Potatoes - table & seed, lawn seed - \$1.75/lb, rhubarb, veggies, eggs, beef. All local. 4th line Mono, north of Highway 9. t25o

MACKHALL MOBILITY PRODUCTS - Orangeville. Sell wheelchairs, walkers, lift & recline chairs, SAD lights, bathroom safety, daily living aids, hospital equipment, stairglides, decklifts, nursing uniforms. Some equipment also available for rent. (519) 940-3655. tftno

HOT TUB/SPA 2009 model with all upgrades. 40+ jets and waterfall. Brand new in wrap. Cost \$7895, sacrifice \$3950. **POOL TABLE** with every upgrade - 1" slate, brand new in box. \$1400. 519-722-4077. tftno

ROBSON SOD SUPPLY. Fresh cut sod available for pickup on the farm at 7th Line, Amaranth. Hours: Mon-Fri. 7 a.m. - 6 p.m. 519-925-2878 or 1-866-772-8881. g30

ABOVE GROUND POOL, 15ft round, 52" deep, w/half HP pump and jacuzzi filter. \$250. Pool needs liner. Call 905-857-0839. f11b

ALERT, SUNKEN CONCRETE? Don't replace, we raise sunken concrete. A Fraction of the Cost! www.liftec.ca 1-866-280-7770. tftnsyp

QUALITY CARPET CHEAP! CHEAP! CHEAP!
Free shop at home
Call Steve
519-938-5167
carpetdeals.ca

607 FARM EQUIPMENT

GEHL MODEL 1090 Mower/Conditioner. Nine foot cut. Well looked after but needs one u-joint replaced and the left-side lift mechanism repaired: \$500. ALSO Two-wheeled Windrow Turner/Rake: \$125. Phone Nobleton 905-859-0704. f11b

610 FIREWOOD/TREES

PURE HARDWOOD slabs 15"L, 2-5" thick, \$600 per truck-load for 12 cord also 2x4' cement blocks, \$25 each. 519-369-6123. f4

BEAUTIFUL CEDAR TREES for hedging and landscaping. Hwy 9&50 area. Call 519-941-4674. f18syp

611 GARAGE SALES

COMMUNITY YARD SALE - Saturday, June 13th, 8 am - noon. 50 & 60 Second Ave., Orangeville. f11o

LARGE YARD SALE - Saturday, June 13th, 7 am - 1 pm. 248542 5th sideroad, Mono Township, east of Airport Rd. Lots of items to choose from - furniture, apt size washer/dryer, snowboard & bindings, books, clothing & more! f11o

MOVING SALE - Large biz contents sale, dishes, glassware, tv's, stereos, patio furniture & umbrella, bar fridge, microwave, ovens, stools & much more. Saturday, June 13th, 8 am - 12 noon. 62 Broadway, Orangeville. Cash, Mastercard, Visa or debit. Rain or shine. Draw for 2 Bluejays tickets. f11o

NOW OPEN - FLEA MARKET in Cookstown, every Saturday & Sunday. Rain or shine 'til October. 9 am - 5 pm. Located in front of antique barn on Hwy 27 beside school in Cookstown. 705-458-1275. f11o

611 GARAGE SALES

HUGE LAWN sale. June 13 & 14, 8-2 p.m. River Rd., Hornings Mills (across from Community Hall). f11

MONSTER 2 FAMILY garage sale. Sat., June 13 @ 8 a.m. to 4 p.m. County Rd. 17 between Prince of Wales and Hwy. 124). 586057 & 586065. Furniture, collectibles, gold & silver jewellery. Household items, all kinds of music. f11

Laurel Community Yard Sale
10 Sideroad & 5th Line Amaranth
Sat. June 13/09
8 am to 2 pm
Something for Everyone

THE BEST PIZZA ANY WAY YOU SLICE IT!
Place your garage sale ad in our classified section and receive sale signs and a **Boston Pizza** certificate for FREE individual Boston Pizza and soft drink.
Orangeville Citizen
10 First Street
Shelburne Free Press
167 Main St.

612 AUCTIONS/FLEA MARKETS

612 AUCTIONS/FLEA MARKETS

LIQUIDATION AUCTION
Every Friday@ 6:00 p.m.
(Preview from 3:00 p.m.)
Weekly Liquidation Auction of Misguided Freight, Surplus, Sporting Goods, Tools, Electronics, Brand Name Clothing, Toys, Collectables, & Giftware
Auctions are held at:
70 Centennial Road - Unit 3, Orangeville
Visit Our Web Site For Directions, Terms, & Large 120+ Photo Gallery
www.kcauctions.ca
(Upcoming Auctions)
Terms: Cash, Interac, Visa MasterCard
10% Buyers Premium Applies
K.C. Auctions Inc.
Orangeville's Freight Liquidators
519-941-0951

AUCTION SALE
for Estate of the Late Shirley Ann McKelvey of Barrie and Estate of the Late Edna Leggett of Orangeville. Incls. - Maisie Ingles of Toronto, Bolton & Schomberg home.
Held at Shelburne Fair Grounds
Thursday, June 18th 10 a.m.
SALE OFFERS: 2006 Chrysler 300-4 dr. loaded, only 7,088 kms.; Ford 3000 diesel tractor; J.D. 655-18 hp diesel, 4 WD c/w 54" front deck & 46" Agro Trend blower; Sabre 16 hp - 46" mower; 6' harrows & broadcasters; Lucknow snowblower; Douglas 6' finishing mower, Baja 90 bike, Honda pumps; 15 bikes; lots of tools, power and hand; coins, bills; pine corner, jam & flatback cupboards; pine harvest table; pine washstands; blanket boxes; English oak sideboard; tea wagon; TV; Hoosier cupboard; plus some as new modern furniture; comics; clock; jewellery; Cornflower; buggy; no. of tools. Two Auctioneers selling at one time. **NOTE:** Cash, cheques w/I.D. **NOTE:** 10% buyer's premium on this sale.
Bob Severn Auctions
Shelburne 1-519-925-2091
www.auctionsfind.com/severn

WHEELS IN MOTION presents
23RD CLASSIC VEHICLE AUCTION
Public Sale Sunday June 21 @ noon
Held at Home Hardware Tottenham
Hosted by Home Hardware
of
50 Classics, muscle, historical, special interest vehicles. Home Hardware just North end of town Tottenham, # 9 to Tottenham and north 5 mins, past arena to Auction (West Side). Watch for signs.
NOTE: Fleming family who operates the Home Hardware have always supported local charities as well as kids sports in the community and local town. Together we will RAISE FUNDS to help local charities. The Fleming family will be using this site to host an event. Some of the proceeds will be donated as well as one classic will be auctioned and all proceeds will be donated by the Mr. Fleming and Family (Home Hardware) to charity of his choice. Wheels in Motion will donate the vehicle. This will be a fun event for everyone. Come out for afternoon to have some fun.
PARTIAL LIST OF VEHICLES: 1926 Chev Touring convertible, excellent drive; 1927 Model T modified good drive; 1972 AMX Javelin excellent drive; 1958 Chev Biscayne 348 - 6 pack; 1964 Austin Healy Replica very nice; 1975 Porsche Camelot; 1970 Mustang rag top clean, good driver; 1962 Falcon station wagon good driver; 1972 Corvette #5 match A/C car rare clean; 1965 Corvette Roadster excellent 4 gear clean.
This is just a partial list of vehicles over 50 vehicles. To consign phone 519-942-0927.
TERM: Viewing Sunday morning at 10am. Cash, Visa, Debit, M/C, bank draft, certified funds, approved cheques. 10% down at time of purchase minimum, balance within 2 days. 100% clean titles guaranteed. 10% B.P. on all purchases. Food, washrooms, good time. For more info www.wheelsinmotionauctions.com or email: steves.auctioneering@sympatico.ca
Wheels in Motion Auction 519-942-0927
P.S. Bring your classic car to show. Some sponsored prizes will be given away. Thanks Steve & Family

612 AUCTIONS/FLEA MARKETS

FIREARMS, MILITARIA & SPORTSMAN'S AUCTION
Creemore Legion Hall
Sat., June 13 @ 9:30 a.m.
Large selection of quality modern rifles, shotguns & handguns, antique muskets & pistols, ammunition, reloading tools, militaria, prints, medals, badges & gear, bayonets, knives, sporting art & advertising, scopes, gun cases, hunting & outdoor collectibles, decoys, bait casting & fly fishing tackle, antique outboard motors, etc.
PREVIEW: Fri. 3-6 p.m., Sat. @ 8 a.m. Auction Hall 705-466-2722. **TERMS:** Cash, cheque, Visa, MC, debit. 10% buyer's premium.
John Simpson Auctioneer
1-800-438-8138
www.simpsonauctions.com

701 COMING EVENTS

JULY 1st CANADA DAY - Entertainment provided by "The Time Catchers" & "Bob's Banjo Band" for the Strawberry Festival at Downey's Farm Market, 13682 Heart Lake Road, Caledon. Pancake Breakfast starting at 9:00 am. Lots of fun for the family. t25o

Relessey Memorial Service
Sun., June 21/09
2:30 p.m.

612 AUCTIONS/FLEA MARKETS

CONSIGNMENT AUCTION SALE
Dundalk Agricultural Building (The Green Barn) Village of Dundalk
DIRECTIONS: West of the Hwy. #10 lights on Grey Rd. #9 (Across from Shell Gas Station)
Sat., June 13th at 10 a.m.
(Apple) I-Mac computer, beige sectional sofa. Complete assortment of household contents. **TERMS:** Owners, auctioneer and staff not responsible for accidents or property loss day of sale. Lunch Booth and Washroom.
"NO BUYER'S PREMIUM"
For more info call Reid Rayfield Auctioneer
519-923-3727

GIANT CLOSING SALE
Red Barn has been sold.
Open Monday to Saturday 10 a.m. - 5 p.m.
AUCTION SALES
Red Barn Auctions 519-923-9122
Location: 184645 Grey Road #9, 2 miles west of Hopeville
AUCTION SALES FRIDAY, June 12, 19, 26 @ 5:30 p.m.
Everything must go, come in during the week
CONTENTS: Household, indoor & outdoor, farm equipment, gold & diamond jewelry etc.: Paintings, tools figurines, coins, stamps, furniture, cabinets, tables, table on wheels, stacking chairs, showcases, display cases, crystal, china, records, horse tack, horses, fixtures, lamps, linen, desks, baby items. Too many items to list. Something for everyone.

"DOWNSIZING" AUCTION SALE
for Wolferts Farm
Em. #2642 - 13th Line Bradford West
Gwillimbury Twp., Bradford, Ontario.
Tuesday, June 23rd at 11 a.m. sharp
DIRECTIONS: From Hwy. 400 come east on Hwy. 88 to Bradford, turn north on (Hwy. #11) Yonge St. for approx. 6 kms. Or east of 400 on Hwy. 89 to Fennells Corner, come south on Yonge St., 2 kms. to 13th Line, Bradford West Gwillimbury, turn west to sale. Em. #2642.
NOTE: No Small items. 2 hour sale. Starting w/forklifts.
10 John Deere Tractors
2002 JD 9120 articulate - 4 WD full cab, 280 hp, 4 sets remotes 1000 pto Michelin 900/50/R42 tires 6200 hrs. ser. #RW9120P002264
2002 JD 9120 articulate - 4 WD full cab, bareback, 280 hp, 4 sets remotes M-900/50/R42 tires; 4700 hrs. ser. #RW9120P002249
2003 JD 9320 articulate - 4 WD, full cab, bareback, 360 hp. 4 sets remotes, M710/70R 38 XM 28 w/duals, 1504 hrs. ser. #RW9320P010598
2000 JD 9300 articulate - 4 WD, full cab, bareback, 360 hp., 4 sets remotes, duals M-650/65 R 42 tires, 6500 hrs. ser. #RW9300H020008
2006 JD 5425 - 4 WD Canopy 85 hp, power reverse, Taurus 230/95R 48 R & 230/95 R 32F, 1662 hrs. ser. #LV5425P244194
2002 JD 6420 - 4 WD - full cab, 95 hp, dual remotes M-540/65R 24 XM 108 F & 600/65R 38 XM 108 R, 6050 hrs. ser. #L06420V033397
1998 JD 6410 - 4 WD, full cab, 90 hp.; remotes Firestone 14.9.30 F & 149R46 R, ser. #SNL06410V222361, 3890 hrs.
1997 JD 8300 - 4 WD, full cab, 200 hp triple remotes, M 650/65 R 42 XM 108 R & M540/65R30XM108F; 8750 hrs. ser. #RW8300P02501
1997 JD 7710 - 4 WD, full cab, 135 hp. dual remotes, Firestone 20.8R & 16 9R 28F, 5176 hrs. ser. #RW7710P002081
1997 JD 7710 - 4 WD, full cab, 135 hp., dual remotes, Firestone 20.8R 38R & 16 9R 28F, 5375 hrs. ser. #RW7710POP001977; (note: hrs. subject to change on above tractors)
Loader & Dozer: 2005 John Deere 744H - 4WD loader, full cab, 7,480 hrs., ser. #DW744HX566198; 1998 John Deere 650 crawler dozer series IV, rops c/w 10' - 6 way blade, 9,070 hrs. ser. #T0650QW842595;
Forklifts: 1978 Toyota #623 - 5,000 lb. propane 3 stage mast 157" lift & side shift; 1975 Sellick SL5034 - 3,000 lb. single stage; 1973 A.C. 500-5,000 lb. gas 21' lift 3 stage mast;
Trucks: Two (2) 2004 Kenworth T600 day cabs, heavy speck, 341036 kms. ser.# IXXADBOX94J973870; 360,000 kms. ser. #1XXADBOX94J973871;
Trailers: Two (2) 2004 Utility 300R - 53' triaxle trailers w/Ingersoll Rand SB 310 & SB 210 refers; ser.# 5M5293-02VS3RA & ser.#5M529301VS3RA: 1 Great Dane 48' T.A. trailer w/Thermo King SB - 11 MAX refer; 3 sets of A-Trains; 1 set of B-Trains; no. of older flat deck trailers; portable bunk house
Tillage: John Deere #980 - 24' wing cult. T.A.; **Vegetable Harvesting Equip.:** Custom S.P. Onion Combine Harvester 1 R - 40' wide feed conveyor, topper box, offfeed conveyor powered w/Detroit diesel; custom built onion digger 5'wide; Custom built Onion Harvester 2R topper box offfeed conveyor full enclosed cab, new John Deere engine; Custom built S P carrot harvester single roll feeder & offfeed conveyor; 1995 Foggia modified 3 ph vegetable seeder 12 dble. row seeder (set 68" centers) c/w Gandy chemical applicator & hyd. markers; Haines onion grader c/w loading hopper/conveyor, grad conveyor & offfeed; 2006 Univerco winderrow/onion digger 5' wide model AAOB; 1998 Gaspardo carrot seeder 6 R triple seeder;
Irrigation Equip.: Cadman 4000 S portable hose reel c/w 1,150' hose, 4 wheel swivel frame outrigger stabilizer; irrigation pipe Delhi Foundry 1000 pc. 3" x 40' w/sprinklers; Perkins irrigation unit w/Berkley pump 6" in & 6' out; Cummins irrigation unit w/Berkley pump 8" in & 10' out; Rovatti & Groman Rupp 4" pto pumps.
Wagons: 3 custom 7' x 34' wood top 2 axle wagons; 1 Weening Bros. 9' x 33' wood top; 1 custom 9' x 40' trailer c/w 8 wheels; custom flat bed wagon 9' x 40' metal mesh deck 8 wheels;
Pallet Boxes: 2,000 hardwood pallet boxes inside boards 4' x 4' x 3' H.; 5,000 hardwood pallet boxes outside boards 4' x 4' x 3' H.
Misc.: custom built spot sprayer sm. plastic tank c/w hosing for manual sprayer.
TERMS: Cash, cheques or Bank Letter of Credit with proper ID only. Please have OFA, CFFO or NFU for PST exemption. Neither the owners nor Auctioneer will be responsible for accidents or property loss. Lunch Booth. Washroom. **NOTE:** Verbal announcements take precedence over printed matter. **NOTE: (NO SMALL ITEMS!)** Parking at rear. **NOTE: 2 HOUR SALE.** Please be on time.
Viewing: One day only **Monday, June 22nd 11 a.m. - 4 p.m.** due to regular farming operation.
11 a.m. start w/forklifts, tractors, trucks, equip., trailers.)
Call Bill 1-905-252-9344 or Derek 1-905-252-0612
Severn Auctioneering Inc.
Bob Severn Auctioneer
Box 220, Shelburne
519-925-2091
www.auctionsfind.com/severn

701 COMING EVENTS

ANTIQUE/CRAFT SHOW - June 20 & 21 at High Country Antique Power Club Show at Orangeville Fairgrounds. Mini Tractor Pull, 5 pm Saturday. Info 519-941-1472. f18o

TAKE DAD OUT TO DINNER! Enjoy music by Fred Hale! Sunday, June 21 - Father's Day. Badjeros United Church Roast Beef Dinner & Music Night. Dinner 4:30 to 6:30 p.m. Entertainment 7 p. m. Come and enjoy delicious food & great music! Tickets call Rick Hannon 519-923-2540, Garvin Young 519-923-5924, David Culham 705-466-2214. f11

HONEYWOOD CEMETERY Service. Sunday, June 14 @ 2 p.m. Guest speaker - Penny Squirrel. f11

SHELBURNE & DISTRICT Horticultural Society. Tuesday, June 16th, Flower Show and meeting with Chris Graham speaking on "Plants for Small Gardens." Warriors' Hall, Royal Canadian Legion. Doors open 7 p.m. New members and visitors welcome. Info: 519-925-2182 or shelburne@gardenontario.org f11

DUNDALK DANCE FESTIVAL, June 25, 26, 27 and 28. June 25, 8 p.m. - Larry Mercey Trio, Arena. June 26, 7 p.m. Competition, arena. June 27, parade 11 a.m. Dance Competition 1 & 7 p.m. Arena Park activities commencing at 12:30 p.m. Bavarian Gardens, Tug of War, Free Swimming, Buffet Dinner, Cruise Night. Campers' Jams both nights. June 28 10 a.m. Community Church Service, arena.; 10-12:30 Buffet Brunch, park pavilion. For more information see website www.dundalkdance.com or phone 519-923-3051. f18

STRAWBERRY SUPPER. Friday, June 26, 4:30 - 7 p.m. Trinity United Church, Shelburne. Adults \$11; 6-12 yrs. \$5. f18

WATER SHED OPEN GARDEN. 350 variety of Hostas in a mature country garden. June 12, 13, 19, 20, 21. 9-4 p.m. June 15, 9-noon. Blind Line Mono, 1st Rd. W. of Hwy. 10 between Sideroads 25 & 30. Em. #595485. Hostas for sale. f11

MONTICELLO UNITED Church. (401247 Dufferin Rd. 15). Annual Strawberry Supper. Tuesday, June 23, 2009. 4:30 - 7 p.m. Adults \$12.50; children 6-12 yrs. \$5; preschoolers - free. f18

COMMUNITY BENEFIT Gathering for Otok Family (house fire victims). Sat., June 20 @ 2 p.m. Hornings Mills Hall. Unwrapped new & slightly used items needed. Sponsored by Honeywood U.C.W. f18

JUNE 27 TO JULY 24 - ASK Arts & Crafts Workshops - "Discover the Creative You". Our many varied beginner & intermediate workshops are offered over a 4 week period so that you can choose as many as you like. 15 of them are new! Dreamcatchers, painting, sculpting, rock painting, pottery, collage, cement birdbaths, papier maché animals or learn from great Chefs or how Facebook works? Brochures available in libraries, museum and several businesses in King Township. To register call Laura at 905-859-0056 ext 5223. www.artsocietyking.ca f25syp

702 VENDORS WANTED

NEW FARMER'S MARKET - Vendors Wanted for Mansfield, Saturday AM. Market opening July 4th. Location Orangeville Lot on Airport Rd. Preference for organic produce, crafts and antiques. Cost \$15. Tables available. Contact Wayne 705-434-1511. f11o

705 WEDDINGS/ANNIVERSARIES/ENGAGEMENTS

BROOKS
In honour of Art and Velma Brooks' 50th Wedding Anniversary, their family will be hosting an Open House on Saturday June 20, 2009, from 2:30-5:00 p.m. at Caledon East Community Complex. Best wishes only please.

708 DEATHS

HILLOCK, Mary Edith
(RNA at Lord Dufferin Hospital)
Peacefully at Mountainview Residence, Georgetown on Sunday, June 7th, 2009; Mary Edith Sweeney in her 89th year; predeceased by her husband Charles; predeceased by her brothers Basil and Charles; remembered by her sister-in-law Barbara Sweeney, her nephews Thomas Sweeney and his wife Silvia, Timothy McEnaney, her niece Teresa Ross and her husband Bill; great-aunt of Sean and Hugh Sweeney; Michelle and Monica McArthur; also missed by Clare Adamick and Amelia Hillock. Mary will be missed by other relatives and friends.
The family will receive friends at the **Dods & McNair Funeral Home & Chapel**, 211 First St., Orangeville (519-941-1392) on Thursday, June 11th, 2009 from 2-4 & 7-9 p.m. Mass of Celebration will be held at St. Cornelius Catholic Church, 16631 Kennedy Rd. and Grange Sr. on Friday, June 12, 2009 at 10:00 a.m. Interment to follow at the Church Cemetery. Memorial donations in memory of Mary may be made to the charity of your choice.
A tree will be planted in memory of Mary in the Dods & McNair Memorial Forest at the Island Lake Conservation Area, Orangeville. A dedication service will be held on Sunday, September 13th, 2009 at 2:30 p.m. (Condolences may be offered to the family at www.dodsandmcnair.com)

Through dynamic programming, empowered administrators and mutual compassionate respect, the **Upper Grand District School Board** provides a quality education system in an innovative learning and teaching environment. With over 70 elementary and secondary schools located in the scenic Southern Ontario countryside, we enjoy a family-friendly lifestyle in a caring and committed community.

Administrative Assistant to the Board
• Part-time (20 Hours Per Week on average)

Detail-oriented, highly computer proficient and tactful, you will provide administrative assistance to the Chair of the Board and Trustees, set agendas and accurately record minutes. As well, you will follow up on motions and actions to be taken, receive requests and schedule delegations to Board meetings, and prepare reports and correspondence. Your O.S.S.D. or equivalent is combined with excellent interpersonal skills and 2 - 3 years' administrative experience at a senior level. You will be willing to work flexible hours and evening meetings.

Join an educational environment that fosters personal and professional growth. Please apply by e-mail, quoting **Job Code #09AE08**, to: ae.jobs@ugdsb.on.ca (in Word, WordPerfect or PDF format), by **4:00 p.m., June 19, 2009.**

www.ugdsb.on.ca

Please note that the successful candidate will be required to provide an original Criminal Record Check including a Vulnerable Sector Screening prior to the commencement of employment. The CRC must be dated within six months of the date of acceptance of employment. We thank all applicants for their interest and wish to advise that only those selected for an interview will be contacted. We are an equal opportunity employer.

Upper Grand District School Board
High Expectations Promote Higher Achievement.