

# Township of SOUTH STORMONT

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<b>POSITION:</b>	<b>Special Events Assistant (1)</b>
<b>DEPARTMENT:</b>	Parks and Recreation Department
<b>REPORTING TO:</b>	Director of Parks and Recreation
<b>WORK HOURS:</b>	Some evenings (May and June), 20+ hours per week (July and August)
<b>HOURLY RATE:</b>	Currently under review
<b>DURATION:</b>	Up to 18 weeks, May 8, 2023 - September 1, 2023

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## **JOB SUMMARY:**

The Special Events Assistant will assist the Special Event Coordinators in implementing a variety of activities and events in Township parks and facilities geared toward children and families.

## **PRIMARY DUTIES:**

- Assist with implementation of activities and events for children and families.
- Assist with larger event programming such as Canada Day and Community Fest.
- Assist with operating minor sport programs.
- Adhere to high standards of the employee code of conduct and demonstrate understanding that their personal actions impact the public's perception of the Municipality.
- Perform other duties as assigned by the Director of Parks and Recreation or Parks and Recreation Coordinator.

## **KNOWLEDGE, SKILLS AND ABILITIES:**

- Currently attending secondary school
- Ability to communicate effectively both verbally and in writing.
- Organizational and time management skills.
- Interpersonal and customer service skills.
- Work independently and be able to work in a team environment.
- Reliable transportation.

## **APPLICATION PROCESS:**

Please submit your cover letter/resume on our website at [southstormont.ca/careers](http://southstormont.ca/careers).

The Township of South Stormont thanks all applicants for their interest in the position; however, only those candidates selected for an interview will be contacted. Personal information is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act and is used to determine eligibility for potential employment. The Township of South Stormont is an equal opportunity Employer. Work accommodations are available, upon request, in the recruitment process for applicants with disabilities.