

<b>POSITION:</b>	<b>Special Events Coordinator (2)</b>
<b>DEPARTMENT:</b>	Parks and Recreation Department
<b>REPORTING TO:</b>	Director of Parks and Recreation
<b>WORK HOURS:</b>	35 +/- hours per week
<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 Coordinators will work together to design and implement a variety of activities and events in Township parks and facilities geared toward children and families.

#### **PRIMARY DUTIES:**

- Design and implement activities and events for children and families.
- Use BookKing software to set up activities for online registration. Continue to use BookKing for managing rosters, registrations, withdrawals, etc.
- 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 enrolled or recently graduated from a post-secondary education program.
- Hold a valid Ontario Class G driver's license.
- Knowledge of the Township of South Stormont.
- Ability to communicate effectively both verbally and in writing.
- Work independently and be able to work in a team environment.
- Organizational and time management skills.
- Interpersonal and customer service skills.
- Leadership skills.
- Computer skills including Email, Word, Excel.

#### **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.