
Employment Opportunity Available

Recreation & Special Events Coordinator Temporary, Full-Time Position

The Township of Springwater, located in the heart of Simcoe County, is a mixed urban/rural municipality with growing urban settlements and a prosperous agricultural sector. The Township is seeking a highly motivated, team oriented individual for the temporary position of **Recreation & Special Events Coordinator**.

As part of the Recreation, Parks and Properties Department and reporting to Director of Recreation, Parks and Properties, the **Recreation & Special Events Coordinator** will:

- Schedule, coordinate, deliver, and evaluate a variety of community recreation and leisure activities including the Day Camp program;
- Coordinate and facilitate the delivery of municipal special events;
- Encourage community participation in recreation, leisure services and special events;
- Assist with researching grant opportunities and completing grant applications;
- Research revenue generating resources and community partnerships;
- Implement and evaluate existing recreation programs and develop new community programs as required;
- Prepare the Township's Recreation and Leisure Guide bi-annually;
- Assist with the recruitment and supervision of seasonal staff, including camp and program instructors;
- Act as a liaison with the municipal community partners, Community Recreation Associations, and Recreation Advisory Committee; and
- Carry out other duties and responsibilities as assigned.

Qualifications and Experience

- Successful completion of a University Degree or Community College Diploma in Recreation, Leisure, and Special Events or an equivalent combination of education and experience.
- Minimum of 2-5 years' related work experience, with significant experience in planning and implementing recreational programming and special events, preferably in a municipal setting.
- Thorough knowledge of special events and recreation program development, design, delivery and evaluation strategies.
- Excellent verbal and written communication skills are required to provide accurate, timely and complete information in a political and customer service environment.

- Good problem solving, interpersonal and customer service skills to address customer inquiries and concerns with tact and diplomacy.
- Ability to coordinate multiple tasks, balance multiple demands and address tight timelines with frequent interruptions.
- Knowledge of and demonstrated understanding of the Township's core values of accountability, continuous improvement, ethics & integrity, recognition and teamwork.
- Computer literacy in a Windows environment utilizing Microsoft Office applications is required; experience with Book King System is preferred.
- Ability to maintain discretion and confidentiality of information is critical.
- Ability to work occasional hours beyond the normal work week, including evenings and weekends to accommodate deadlines, work projects and special events.
- A Valid First Aid / CPR certificate and High Five Certification is required.
- A Valid Class G driver's license in good standing with a satisfactory driving record; travel between off site locations may be required.
- Due to the responsibilities of the position, a police information check, including vulnerable sector screening, satisfactory to the Township of Springwater is required.

Salary range: Level 6 - \$64,705.27 to \$73,768.82 (2018 rate) per annum based on a 35 hour work week.

Note: Please note that this is a temporary 12-month position to cover for a maternity leave with an anticipated start date beginning in July 2018.

Qualified applicants are invited to submit a resume, in confidence, by **12:00 noon on Friday, May 25, 2018**. Resumes can be mailed, dropped off or emailed (Word or PDF format only) to the following:

Recreation & Special Events Coordinator Competition

Attn: Erin DeVreede, CHRL
Manager of Human Resources
Township of Springwater
2231 Nursery Rd.
Minesing ON L9X 1A8
recruitment@springwater.ca

The Township thanks all applicants for their interest. Only those candidates selected for an interview will be contacted. Personal information is collected under the authority of the *Municipal Act* and is used to determine eligibility for potential employment.

Please contact the municipality for availability of accommodations for applicants with a disability.