

Special Events Coordinator (1)

Reporting to the Recreation Supervisor, this position is responsible for planning, organizing and running municipal-run programs and events during the summer months, including, but not limited to, Meet Me on Main Street, Park Days, and Movies Under the Stars, as well as various short programs, which will be scheduled and hosted by this incumbent, at various locations throughout the municipality. The position is also responsible for assisting the Pool Coordinator with planning and organizing the two municipal swim meets, as well as aiding with and/or attending, other not-for-profit community events such as Canada Day, Dairyfest, Art on the Waterfront, etc., as well as Council events as assigned. Assistance with the Recreation & Culture Dept. program and event registrations, as well as other duties as assigned, will be required. Candidates must be outgoing, creative, positive, and professional, possess a valid G2 driver's licence, preferably be 19 years of age (to purchase alcohol for special events) and be available to work evenings and weekends as required.

TERM: May 6/24 – Aug 30/24

REFERENCE #0824

Please specify the reference number for the position you are applying for. For those who wish to apply for multiple positions, please submit one resume for each position and clearly indicate on the envelope which position is your first choice.

careers@northdundas.com

or

Township of North Dundas
636 St. Lawrence St., P.O. Box 489
Winchester, Ontario, K0C 2K0
Fax:(613) 774-5699

We thank all applicants for their interest, however, only those selected for an interview will be contacted.

The Township of North Dundas is an Equal Opportunity Employer. The Township will endeavour to accommodate a candidate in all parts of the hiring process. Applicants need to make their needs known in advance. The Township of North Dundas is committed to providing quality goods and services that are accessible to all persons that we serve. Documents are available in various accessible formats upon request. Individuals are advised to contact the Township Office and the Township will work with the individuals to provide a format that meets their needs. Personal information is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act and will be used for employment assessment purposes only.