



**TOWN OF SHELBURNE
JOB POSTING
RECREATION PROGRAMS DEVELOPMENT & SPECIAL EVENTS
COORDINATOR**

WAGE RANGE - \$31.39 - \$36.94 (2024)

The Development & Operations Department will receive applications until April 26, 2024, for a Recreation Programs Development & Special Events Coordinator. Reporting to the Manager of Operations, Parks and Facilities, this new position will be evolving over two or more years and will commence by playing a key role in evaluating how to expand and deliver recreation programs, special events, and arts and culture opportunities.

The position is responsible for supporting the Town's implementation of a number of recommendations related to recreation programs and special events as outlined in the 2023 Parks and Recreation Master Plan.

This is a full-time position within the department of Development and Operations based on a 35-hour work. Remuneration includes an extensive benefit package and enrollment in OMERS pension plan.

Reporting to the Manager of Operations, Parks and Facilities and will:

- Provide support to Manager of Operations, Parks and Facilities with the development and implementation of new recreation programs, as well as special events as recommended in the 2023 Parks and Recreation Master Plan.
- Using the community and survey data from the Parks and Recreation Master Plan, evaluate what direct indoor and outdoor recreation programs the Town should directly deliver in the future.
- Review and recommend new seasonal outdoor recreation programs.
- Complete an annual review and comparison of rates and fees for parks, recreation, and culture.
- Complete a review of how to establish and structure a new annual volunteer recognition program and ceremony.

The following qualifications/information must be clearly identified in your resume:

- Two (2) years' experience, preferably in municipal recreation and special events.
- Post-Secondary degree or diploma in recreation and leisure, or a related discipline.
- Strong knowledge of the Occupational Health and Safety Act, its regulations and knowledge of the hazards associated with the work.

A copy of the full job description is available at <https://www.shelburne.ca/en/town-hall/careers.aspx>

To apply for this position, please submit your resume by email to: hr@shelburne.ca no later than, Friday, April 26, 2024, at 3:00pm.

Please quote the job title in the subject line

Mail: Human Resources
Town of Shelburne
203 Main Street East
Shelburne ON L9V 3K7

TO VIEW OTHER AVAILABLE POSITIONS,
SCAN THE QR CODE.



****Only those selected for an interview will be contacted. ****

The Town of Shelburne has made a commitment to diversity, equity, inclusion and belonging and are at the beginning of this journey. We recognize the value of diverse perspectives and lived experiences, and the importance of creating an environment that embraces and supports these. We are committed to creating and fostering a workplace where all employees, regardless of race, colour, ancestry, creed (religion), place of origin, ethnic origin, citizenship, sex (including pregnancy), gender identity and expression, sexual orientation, age, marital status, family status, and disability feel a sense of dignity and belonging. As such, we seek to attract, develop, and retain highly talented employees with a variety of identities and backgrounds, in order to better reflect the growing diversity of the Town of Shelburne.