



JOB DESCRIPTION

JOB TITLE:	Recreation Programs and Community Events Assistant (Contract)	
DEPARTMENT:	Development and Operations	
SUPERVISOR'S TITLE:	Recreation Program Development & Special Events Coordinator	
JOB DESCRIPTION DATE:	August 2026	
SUPERVISES:	Directly:	None
	Indirectly:	None

POSITION SUMMARY

Reporting to the Recreation Program Development & Special Events Coordinator, the Recreation Programs and Community Events Assistant provides administrative and operational support for recreation programs, community events, cultural initiatives, and volunteer activities. The position assists with the coordination and delivery of municipal events and programs by preparing documentation, maintaining records, supporting volunteers, coordinating event logistics, and providing on-site event assistance. The role contributes to the delivery of effective recreation services by providing customer service and administrative support.

DUTIES AND RESPONSIBILITIES

- Provide administrative and operational support for recreation programs, community events, cultural and departmental initiatives.
- Assist with the setup, operation, and teardown of community events, including concerts, outdoor movies, Canada Day celebrations, the Santa Claus Parade, and other municipal events.
- Assist with event logistics, including vendor and performer check-in, preparation of event materials, maintenance of event supplies and equipment, and on-site event support under the direction of the Coordinator.
- Prepare and maintain event checklists, contact lists, schedules, forms, and other documentation required for the successful delivery of programs and events.
- Assist with volunteer scheduling, communications, sign-in procedures, and on-site coordination during events.



- Maintain files, records, spreadsheets, correspondence, and departmental documentation related to recreation programs, community events, and volunteer activities.
- Collect, organize, and track insurance certificates, WSIB clearance certificates, permits, and other documentation required from vendors, contractors, exhibitors, and event participants.
- Assist with sponsorship administration by maintaining sponsorship records and ensuring sponsor recognition commitments are fulfilled as directed.
- Assist with the preparation of promotional materials for recreation programs, community events, and departmental initiatives, including event signage, handouts, display materials, and other communications.
- Assist with digital content creation, including capturing and editing photos and video, preparing social media content, and supporting online communications.
- Provide administrative support for municipal art gallery activities, including preparing exhibit labels, coordinating artist information, assisting with exhibit installations and takedowns, and supporting exhibit openings and special events.
- Respond to inquiries from members of the public, volunteers, vendors, community organizations, internal departments, and municipal staff in a courteous, professional, and timely manner.
- Assist with maintaining inventories of event equipment, supplies, promotional materials, and program resources.
- Perform other related duties as assigned.

EDUCATION, SKILLS, AND KNOWLEDGE

- Post-secondary diploma or certificate in Recreation, Event Management, Business Administration, Office Administration, or a related field, or an equivalent combination of education and experience.
- Minimum one (1) year of experience in recreation, event support, administration, customer service, or a related field is considered an asset.
- Strong organizational and time management skills, with the ability to manage multiple priorities and meet deadlines.
- Excellent interpersonal, written, and verbal communication skills.
- Demonstrated customer service skills and the ability to work effectively with members of the public, volunteers, community organizations, contractors, and municipal staff.
- Proficiency in Microsoft Office Suite, including Word, Excel, Outlook, and Teams.
- Ability to work independently with minimal supervision while contributing effectively as a member of a team.
- Demonstrated attention to detail, sound judgment, and the ability to maintain accurate records and confidentiality where required.
- Knowledge of municipal recreation programming, special events, volunteer coordination, and community engagement principles is considered an asset.



- Experience creating digital content, including photography, video editing, and social media content creation, is considered an asset.
- Valid Class G Ontario Driver's Licence in good standing is required.
- A satisfactory Vulnerable Sector Check is required as a condition of employment.
- Standard First Aid and CPR certification is considered an asset.

WORKING CONDITIONS AND PHYSICAL DEMANDS

- Regular evening and weekend work is required based on program and event schedules.
- Work is performed in both office and outdoor environments and may involve exposure to varying weather conditions.
- Frequent walking, standing, bending, lifting, carrying, and assisting with the setup and teardown of event equipment and materials (up to 25 lbs.) in accordance with safe work practices.
- Regular interaction with members of the public, volunteers, vendors, contractors, community organizations, and municipal staff.
- Ability to work in a fast-paced environment, adapt to changing priorities, and provide effective support during multiple concurrent activities.
- Comply with the Occupational Health and Safety Act, municipal policies, and departmental procedures.
- This position requires 100% on-site attendance and is not eligible for remote or hybrid work arrangements.