



**TOWN OF SHELBURNE
JOB POSTING
RECREATION PROGRAMS AND COMMUNITY EVENTS
ASSISTANT (1 YEAR CONTRACT)
WAGE RANGE - \$28.57 - \$33.60 (2026)**

Reporting to the Recreation Program Development & Special Events Coordinator, the Recreation Programs and Community Events Assistant supports the delivery of recreation programs, community events, cultural initiatives, and volunteer activities. This role provides administrative, logistical, and customer service support while assisting with event coordination, volunteer support, documentation, and on-site event operations. There is no benefit package associated with this position.

WHAT WE OFFER YOU!

- A competitive hourly wage of \$28.57 - \$33.60 (2026)
- Enrollment in the OMERS Pension Plan
- Unlimited access to live, interactive webinars through the Canadian Centre for Diversity and Inclusion (CCDI)
- Professional development opportunities to support your career growth

Reporting to the Coordinator, general duties and responsibilities include but are not limited to:

- Supporting the coordination, delivery, setup, and operation of recreation programs, community events, cultural initiatives, and volunteer activities.
- Assisting with event logistics, including vendor and performer coordination, event materials, equipment, documentation, and on-site event support.
- Supporting volunteer coordination, including scheduling, communication, sign-in procedures, and event assistance.
- Preparing and maintaining program and event documentation, records, checklists, schedules, forms, and departmental files.
- Assisting with promotional materials, digital content creation, photography, video, social media content, and online communications.
- Providing administrative support for municipal art gallery activities, exhibits, and special events.
- Responding to inquiries from residents, volunteers, vendors, community organizations, and internal departments while providing excellent customer service.
- Assisting with inventory management of event equipment, supplies, promotional materials, and program resources.

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

- Post-secondary education 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, communication, and customer service skills, with the ability to manage multiple priorities and meet deadlines.
- Proficiency in Microsoft Office Suite and the ability to maintain accurate records and documentation.
- Ability to work independently while contributing effectively as part of a team.
- Experience with digital content creation, including photography, video editing, and social media content creation, is considered an asset.
- Valid Class G Ontario Driver's Licence, satisfactory Vulnerable Sector Check, and Standard First Aid/CPR certification (asset).

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

To apply for this position, please submit your resume by email to:
jobs@shelburne.ca no later than, Monday, August 17, 2026, at 1:00pm.

Please quote the job title in the subject line. Mail:

**Human Resources
Town of Shelburne
203 Main Street East
Shelburne, ON
L9V3K7**

**TO VIEW OTHER AVAILABLE
POSITIONS,
SCAN THE QR CODE BELOW.**



****We do not use artificial intelligence, automated decision-making, or algorithmic screening tools in our recruitment or hiring processes. All applications are reviewed and assessed by human recruiters and hiring managers****

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

The Town of Shelburne has made a commitment to diversity, equity, inclusion and belonging. 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.

To select the best candidates to serve the Town of Shelburne and its people, several screening tools, including Police Record Checks are required as part of the hiring process for some employment or volunteer positions. When requested, applicants are required to provide a Police Record Check as a condition of their offer of employment. Police Record Checks must be dated within three (3) months of the employment offer to be considered valid. The specific type of Police Record Check required will be indicated in the job description qualifications.

The Town of Shelburne is an equal opportunity employer. Accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance. By submitting your personal information to the Town of Shelburne, you consent to the collection, use, and disclosure of that information in connection with our recruitment, hiring and/or employment processes. Personal information is collected under the authority of the Municipal Act, 2001, S.O. 2001, c.25, as amended, and will be used to determine the qualifications for employment with the Town of Shelburne.