



Community Programs Coordinator

One Year Part-time Contract (20 hours/week)

The Township of Guelph/Eramosa (pop. 12,380) is a rural and small urban municipality surrounding the City of Guelph.

The Township is currently seeking a motivated, dynamic individual for the position of Community Programs Coordinator. Reporting to the Director of Parks and Recreation, the Community Programs Coordinator will be responsible for effectively developing and delivering recreational programs for our residents.

Key duties include citizen engagement, development and delivery of community programs, program analysis, and execution of outreach plans to optimize usage and customer satisfaction. This position is also responsible for development and delivery of promotional materials, recruiting and training volunteers and organizing special events.

The successful candidate will possess:

- Post-Secondary education in Recreation Studies or a related discipline.
- 2 – 3 years progressive experience in a relevant setting.
- Experience with program development, making presentations, grant writing, working with diverse community groups including seniors, youth and special needs individuals.
- High Five Certification would be considered an asset.
- Superior customer service and dynamic facilitation skills. Ability to work collaboratively with volunteers and internal and external contacts.
- Thorough knowledge of applicable provincial/federal legislation
- Demonstrated supervisory, performance management, leadership and team building skills
- Ability to work a flexible schedule including some evenings and weekends, at various locations within the Township
- Current standard level First Aid, CPR
- Class “G” driver’s license in good standing with access to a reliable vehicle.
- Current vulnerable person’s police reference check will be required upon hire.

The salary range for this position is \$23.66 - \$27.51 per hour

How to Apply: Please submit a cover letter and resume by email to humanresources@get.on.ca. A complete job description can be found on our web site at www.get.on.ca

**Applicants are invited to submit the required information,
no later than 4:30 p.m., Tuesday September 2nd, 2014**

*The Township of Guelph/Eramosa is an equal opportunity employer. Accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance.
We thank all applicants, but only candidates selected for an interview will be contacted.*

Personal information collected through the recruitment process will be used solely to determine eligibility for employment and handled in accordance with the *Municipal Freedom of Information and Protection of Privacy Act*.