



Recreation Assistant Summer Position

Competition #2025-17

The Town is looking for a Recreation Assistant to join our team for the summer! Under the supervision of the Recreation Supervisor, the Recreation Assistant will support the planning and supervision of municipally run recreation programs and events. As an integral part of the Recreation and Community Services Department, this position will assist with the development, design, promotion, and delivery of recreation programs, leisure activities, and events, including interdepartmental coordination, as required.

Duties include but are not limited to:

- Assist with the planning and supervision of municipal programs and events.
- Help oversee the delivery of recreation programs in the Town and third-party facilities.
- Assist in the recruitment and managing of volunteers at events/recreation programs.
- Collaborate with stakeholders and partners to contribute to the success of recreation programs. This may include liaising with organizations in the area including local schools, organizations, businesses, North Simcoe Municipalities, local sports groups, volunteer organizations, and Provincial Agencies or Associations.
- Other administrative duties may be assigned to support the Recreation and Community Development department.

Required qualifications:

- Excellent communication skills with the ability to work effectively within a team.
- Excellent time management skills, punctuality, and responsibility.
- Currently enrolled or recently graduated from a Recreation Post-Secondary Program or a related field would be an asset.
- Bilingual in both official languages (French and English) would be an asset.
- Knowledge of basic Occupational Health and Safety practices is important.
- Legally entitled to work in Canada.
- Legally entitled to work according to the relevant provincial/territorial legislation and regulations.

Compensation: The current rate of pay for this position is \$19.71 per hour, based on a 35-hour workweek. The anticipated start date is May 5th, 2025.

Interested individuals are asked to forward their resume and cover letter no later than **4:30 p.m. on April 22, 2024**, to the Human Resources Department by email hr@penetanguishene.ca.

The Town of Penetanguishene is committed to an inclusive, barrier-free environment. Accommodation will be provided in all steps of the hiring process. Please advise the Town's Human Resources Department if you require any accommodation to ensure that you can participate fully and equally during the recruitment and selection process.

We thank all applicants for their interest, however, only those selected for an interview will be contacted. In accordance with the *Municipal Freedom of Information and Protection of Privacy Act*, personal information collected will only be used for candidate selection.