



Cycling Coordinator & Trails Specialist

Summer Position (April - September)

Competition #2023-04

Reporting to the Director of Recreation and Community Services, the Cycling Coordinator & Trails Specialist is responsible for the development and delivery of outreach initiatives related to cycling, active transportation and trails including communications and promotion. This position will also assist with trails maintenance, inspections, and the installation of trails signage.

Duties include but are not limited to:

- Develop, design, promote and deliver programs, initiatives and events related to cycling, active transportation, and trail use, including interdepartmental coordination as required.
- Oversee the delivery of active transportation programs at both Town and third-party facilities and property as directed; and recruit and manage volunteers to support said programs.
- Collaborate with stakeholders and partners such as the Trails Advisory Committee, the OPP, school boards and the Simcoe Muskoka District Health Unit in the planning, organization, and promotion of programs and initiatives.
- Ensure compliance with all Town policies and other legislative requirements.
- Develop communications and promotions for active transportation programs, activities and initiatives to be advertised in a variety of methods, including the Town website, other internet/intranet-based systems, newsletters, media releases, social media and other appropriate means.
- Monitor revenues and expenditures for active transportation programs and initiatives, approve Accounts Payable and makes recommendations for future budgets.
- Investigate non-tax revenue sources for active transportation programs and initiatives including grants, sponsorships, partnerships and other funding opportunities, and prepare applications for funding.
- Prepares reports for Committee of the Whole or Council as required.
- May attend Trail Advisory Committee meetings and complete Trail Audits from time to time.
- Complete regular trail inspections and maintenance and may oversee the trail signage projects.

Required Qualifications:

- An experienced student, or recent graduate, with a minimum 2 years post-secondary education in Recreation, Leisure Studies, Event Planning, or equivalent experience.
- Certification in First Aid/CPR and AED Level C.
- Experience with event planning, communications and marketing an asset.
- Bilingualism (English & French) would be considered an asset.
- Requires excellent computer skills including word processing/spreadsheet software, web content, internet and email programs, marketing and social media and related office equipment.
- Must have excellent public relations and interpersonal skills.
- Must have excellent time management, organizational, verbal and written communication skills.
- Must have a valid unrestricted Driver's Licence.
- A sincere interest in active transportation, cycling or trails is an asset.

Compensation: \$18.12 per hour plus 4% vacation pay, based on a 35-hour work week.

Interested individuals are asked to forward their resume and cover letter 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 accommodations 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.