

Program Assistant

Township of McNab/Braeside Parks & Recreation Department

Job Summary:

The Program Assistant will support the Recreation Department in building and executing community programs and events. The ideal candidate will actively contribute ideas, enjoys liaising with community members, demonstrates exceptional organizational skills and works well within an energetic team environment.

Start Date	June 1, 2022 – one year term
Hours	Will vary based on programming schedule 6 hours per day / 4 days per week / 24 hours per week Including some weekends and evenings

Duties:

- Research new program ideas
- Coordinate and implement various programs that appeal to different interests, ages and skill levels
- Lead programs with enthusiasm and confidence
- Teach and guide participants of various ages
- Solicit for prizes and sponsors
- Open and/or close facilities ensuring that buildings are secure
- Prepare advertisements to promote programs and events
- Assist with the planning and preparation of community events and holiday celebrations
- Set up and take down equipment for a variety of activities
- Routine disinfecting between programs as required
- Reply to email and telephone inquires
- Maintain an organized work area including equipment storage rooms
- Other duties as assigned

Skills/ Abilities/ Requirements:

- Ability to communicate effectively orally and in written form in a professional manner
- Proficient computer skills (email, Word, Excel, web browser)
- Aptitude to multitask and maintain multiple activity schedules
- Provide exceptional customer service
- Ability to lift and adjust equipment up to 15 lbs.
- Able to travel to all facilities within the Township
- Capable of working outdoors in all seasons
- Must be able to work flexible hours including weekends and evenings
- Vulnerable Sector Criminal Records Check
- G driver's license with a clean driving record
- CPR/First Aid considered an asset
- Ability to speak French considered an asset

Please submit your resume and cover letter in confidence, clearly marked quoting “Recreation Programmer”, no later than Thursday May 19th, 2022, at 1:00 p.m. to:

Andrea Lamontagne
Township of McNab/Braeside
2473 Russett Drive
Arnprior, ON K7S 3G8
andrea@mcnabbraeside.com

We thank all applicants, however, only those considered for an interview will be contacted.

Personal information and any supporting material will be administered in accordance with the Municipal Freedom of Information and Protection of Privacy Act.