



Township of South Stormont Employment Opportunity

Position: Special Events Assistant Summer Student (1)
Department: Parks and Recreation
Reporting To: Parks and Recreation Coordinator
Work Hours: 20+ hours per week, some evenings and weekends
Duration: Up to 18 weeks, May 5, 2025, to August 29, 2025
Hourly Rate: Currently under review.
2024 hourly rate was \$15.60 - \$18.87 based on secondary student or year of post-secondary study.

The Township of South Stormont is a diverse mix of rural and small urban communities in Eastern Ontario. Home to over 13,000 residents, the Township's unique history and location on the shores of the St. Lawrence Seaway offers a host of activities and lifestyle opportunities.

JOB SUMMARY:

The Special Events Assistant will assist the Special Event Coordinators in implementing a variety of activities and events in Township parks and facilities geared toward children and families.

PRIMARY DUTIES:

- Assist with implementation of activities and events for children and families;
- Assist with larger event programming such as Canada Day and Community Fest.
- Assist with operating minor sport programs;
- Adhere to high standards of the Employee Code of Conduct and demonstrate understanding that their personal actions impact the public's perception of the Municipality and;
- Perform other duties as assigned by the Director of Parks and Recreation or Parks and Recreation Coordinator.

KNOWLEDGE, SKILLS AND ABILITIES

- Currently attending secondary school or post-secondary studies or a recent graduate.
- Ability to communicate effectively both verbally and in writing.
- Organizational and time management skills.
- Interpersonal and customer service skills.
- Computer skills including Email, Word, Excel, registration software and SharePoint considered an asset.
- Work independently and be able to work in a team environment.
- Reliable transportation to and from work.

Qualified persons are invited to submit their resume and cover letter to Ms. Shelby Martel-Lavigne, HR Coordinator, through the online application process.

For more details and to apply online, please visit the Careers page of our website at www.southstormont.ca/careers.

Applications will be accepted until February 28, 2025.

The Township of South Stormont is committed to creating and maintaining a workplace that is welcoming, inclusive, and barrier-free. Accommodations in accordance with the Ontario Human Rights Code and applicable legislation are available throughout all stages of the recruitment process. For accommodation during the application process, applicants are requested to make their needs known via email at jobs@southstormont.ca. Personal information collected under the authority of the Municipal Act and will be used to assess eligibility for potential employment. Questions about this collection of personal information should be directed to Human Resources.