



Township of South Stormont Employment Opportunity

Position: Special Events Coordinator Summer Student (2)
Department: Parks and Recreation
Reporting To: Parks and Recreation Coordinator
Work Hours: 35+/- hours per week
Duration: Up to 18 weeks, May 5, 2025, to August 29, 2025
Hourly Rate: Currently under review.
2024 hourly rate was \$17.40 - \$18.87 based on 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 Coordinators will work together to design and implement a variety of activities and events in Township parks and facilities geared toward children and families.

PRIMARY DUTIES:

- Design and implement activities and events for children and families.
- Use BookKing software to set up activities for online registration.
- Use BookKing for managing rosters, registrations, withdrawals, etc.
- Assist with larger even programming such as Canada Day and Community Fest.
- Assist with operating minor sport programs.
- Adhere to high standard of the employee Code of Conduct and demonstrate an understanding that personal actions impact the public's perfection of the Municipality.
- Perform other duties as assigned by the Director of Parks and Recreation or Parks and Recreation Coordinator.

KNOWLEDGE, SKILLS AND ABILITIES

- Applicants must be a recent graduate or be currently enrolled for September 2025 at a recognized post-secondary institution.
- Hold a valid Ontario Class G Driver's License.
- Knowledge of the Township of South Stormont.
- Ability to communicate effectively both verbally and in writing.

- Demonstrated organizational and time management skills required.
- Interpersonal and customer service skills required.
- Track record of leadership skills and abilities.
- Interpersonal and customer service skills required.
- Computer skills including Email, Word, Excel and SharePoint.

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.