



## **Employment Opportunity**

### **Recreation & Events Assistant**

The Minden Hills Community Services Department is currently accepting resumes for one (1) Recreation & Events Assistant position for a four (4) month contract position anticipated to begin in August.

This position assists with development of a community services recreation guide, organization of guided hikes, safe paddling program and updating trail maps within the village of Minden and assists with the hosting of special events for the Township under the supervision of the Director of Community Services.

Based on a 24-hour work week, generally being Monday to Friday 8:30 am to 4:30 pm including some evenings and weekends. The rate of pay is \$15.83/hour.

Candidates must have a minimum of a grade 12 diploma. First Aid & CPR/AED certification is required. Preference will be given to candidates with a minimum of two (2) years' experience in a recreation setting, including direct programming, as well as a Post-Secondary degree or diploma in Recreation Studies or a related field.

You will have enthusiasm and confidence, with excellent interpersonal and communication skills. Ability to be flexible in your approach to working with volunteers and should possess strong organizational, analytical and problem-solving skills. You are committed to customer service excellence, with the ability to work effectively in a team environment. You will have demonstrated experience in MS Office Suite.

Prior to the final selection for this position, the applicant shall be required to provide, at their own expense, a Vulnerable Sector Check from the Ontario Provincial Police or appropriate Police Force.

Detailed Position Descriptions can be obtained from [www.mindenhills.ca/employment-opprtunities/](http://www.mindenhills.ca/employment-opprtunities/) or by contacting the Deputy Clerk/Administrative Assistant at 705-286-1260 ext. 313 or by email at [sprentice@mindenhills.ca](mailto:sprentice@mindenhills.ca).

Qualified applicants are invited to submit a letter of application together with a detailed resume of education and experience by **12:00 noon, local time, Tuesday August 15<sup>th</sup>, 2017** to:

### **Employment Opportunity "Recreation & Events Assistant"**

Township of Minden Hills  
7 Milne St, PO Box 359  
Minden, ON K0M 2K0

Attention: Mark Coleman, Director of Community Services

Or by email: [sprentice@mindenhills.ca](mailto:sprentice@mindenhills.ca)

If you are contacted by the Township of Minden Hills regarding a job opportunity or testing, please advise if you require accommodation. Information received relating to accommodation needs of applicants will be addressed confidentially.

Persons with a disability preventing them from applying on-line should contact the Clerk's Department at 705-286-1260 to discuss alternative solutions.

*We thank all applicants for applying, but only those candidates selected for an interview will be contacted. Personal information and supporting material is used in accordance with the **Municipal Freedom of Information and Protection of Privacy Act**.*