



Employment Opportunity

Recreation & Events Assistant

The Minden Hills Community Services Department is currently accepting resumes for one (1) Recreation & Events Assistant position for a six (6) month contract position anticipated to begin June 12, 2017.

This position is responsible for assisting with recreation programming, community events and volunteer engagement for the Township under the supervision of the Director of Community Services.

The position is 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 \$11.40/hour, pending 2017 budget and grant funding approval.

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 background check from the Ontario Provincial Police or appropriate Police Force.

Detailed Position Descriptions can be obtained from www.mindenhills.ca, or by contacting the Deputy Clerk/Administrative Assistant at 705-286-1260 ext. 313 or by email at 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, Monday May 1, 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

Email: sprentice@mindenhills.ca - Website: www.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.***