



POSITION: Special Events Coordinator (2 position available)

LOCATION: Multiple locations throughout Richmond County

SALARY: \$17.50/hour - 35 hours per week – 10 weeks

Reporting to the Director of Community Development and Recreation, the **Special Events Coordinator** plan and deliver special events, activities and programs for residents of Richmond County. The role involves working as part of a team to support summer programming. Travel throughout the county and nearby communities is required. *Based on a 35-hour work week, this position will require the candidate to work evenings and weekends.*

RESPONSIBILITIES:

The Special Events Coordinator will report to the staff of the Recreation Department and will be asked to:

- Plan, develop, coordinate and facilitate special events and activities for participants of all ages
- Create and support an inclusive, engaging, and welcoming environment for all participants
- Promote special events and programs through a variety of media and communication channels
- Maintain accurate attendance records, program documentation, and post-event evaluations
- Coordinate and process required payments related to programs and events
- Travel throughout the County to deliver programs and provide on-site support for special events
- Perform other related duties as assigned by the Recreation Department

REQUIREMENTS:

- Strong organization and communication skills
- Able to work flexible hours
- Able to work under minimal supervision
- WHMIS/OHS certificates *
- First Aid/CPR*
- Vulnerable Sector/Criminal Record Check
- Child Abuse Registry Check

* If an applicant does not have these certificates/training, the Recreation Department will provide the successful candidate with the training.

Email resume to recreation@richmondcounty.ca

Deadline to apply is Thursday, May 14 at 2:00 pm.