



OPEN TO: Individuals between the ages of 15 - 30 years old

POSITION: **Special Events Coordinator (3 positions available)**

LOCATION: The Municipality of the County of Richmond

SALARY: \$14.50/hour - 35 hours per week for 10 weeks

RESPONSIBILITIES:

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

- Organize, plan and coordinate special events for the youth and adults of Richmond County including the annual the Concerts by the Sea music series, Sand Castle Art Contests and plan new events
- Contact local musicians and schedule lineups for 6 individual concerts held in Arichat, St. Peter's and Louisdale and MC the events
- Contact volunteers needed to ensure that all special events run smoothly
- Advertise for all the special events that are held throughout the summer through different types of media outlets
- Write reports at the conclusion of each event
- Coordinate payments for musicians/sound system provider
- Other responsibilities as designated by the staff of the Recreation Department

REQUIREMENTS:

- Strong organization and communication skills
- Able to work flexible hours
- Able to work under minimal supervision
- First Aid/CPR \*
- WHMIS/OHS certificates \*
- HighFive training \*

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