



THE MUNICIPALITY OF THE COUNTY OF RICHMOND
LA MUNICIPALITÉ DU COMTÉ DE RICHMOND

- OPEN TO: High School Students, Post-Secondary Students
- POSITION: **Special Events Coordinator (1 position available)**
- LOCATION: Multiple locations throughout Richmond County
- SALARY: \$13/hour - 35 hours per week – 9 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, Richmond County Senior Games, and much more
- Organize, plan and coordinate new and exciting events for Richmond County residents
- Contact local musicians and schedule lineups for 6 individual concerts held in Arichat and St. Peter's 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:

Must have been a High School Student or Post Secondary Student during 2017-2018 and must be returning in the fall of 2018.

- 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.

Please send your resume and cover letter to Laurier Samson at lmsamson@richmondcounty.ca or in person at the Municipal Office (2357 Highway 206, Arichat).

Deadline to apply is Monday, May 14 at 4:00 pm.