

The Corporation of the Municipality of West Nipissing

SUMMER EMPLOYMENT

POSITION:	Special Events and Program Planner
DEPARTMENT:	Community Services
REPORTING TO:	Community Development Officer
HOURS OF WORK:	35 hours per week (shift work)
SALARY:	\$17.60 per hour

Under the guidance and mentorship of the Manager of Community and Social Development, the Special Events and Program Planner will assist the Community Development Officers with the implementation of community events and programs. The planner will work closely with community partners, residents, and visitors, while hosting special events and programs at various locations throughout the Municipality.

GENERAL DUTIES

- Assist and participate in organizing, planning and implementation of special events over the summer.
- Contribute to the planning and delivery of engaging recreational and cultural programs as required.
- Participate in research for grants, future programs and events, etc.
- Assist with daily operation at various municipal locations as required while hosting special events and programs.
- Assist with the promotion of municipal events and programs.
- Other duties as assigned.

REQUIREMENTS

- Valid "G" Class Driver's license.
- Access to a reliable vehicle.
- Valid Standard First Aid & CPR (will be considered an asset).
- Fluent in both official languages (French and English).
- Ability to work both independently and as a member of a team.
- Excellent interpersonal and communication skills.
- Strong organizational and leadership skills.
- Ability to adapt to the daily challenges associated with a busy work environment and a variety of weather conditions.
- Availability to work evenings, weekends and statutory holidays, as assigned.
- Must be able to lift up to 50 lbs and work for long periods while standing, bending and kneeling.
- Good working knowledge of computer operations.
- Previous experience in customer service is considered an asset.
- Enrollment or completion (partial) in a college or university program related to sports and recreation (or related fields) is considered an asset.

EMPLOYMENT ELIGIBILITY

Age requirement – Must be between 15 and 30 years of age at the beginning of the employment period.

Eligibility to work in Canada – Must be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the employment.

Must have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations.

APPLICATION INSTRUCTIONS

Applicants must complete the [Summer Employment Application Form](#) and **attach a detailed resume.**