



Employment Opportunity
Parks and Recreation Associate
(C.U.P.E. Local 1785-01)
\$32.82 per hour
COMMUNITY SERVICES DEPARTMENT

Reporting to the Director of Community Services the incumbent will:

- Provide customer service by responding in a prompt and courteous manner to telephone, email and in-person enquiries.
- Collect and balance money including daytime programs, and accept deliveries and orders.
- Book and administer park rentals, picnic and bbq permits, recreation program registrations and associated duties through the departmental booking software system.
- Coordinate and lead permitting process for Community Events.
- Respond and coordinate customer enquiries relative to parks.
- Schedule, coordinate and record minutes for meetings.
- Assist in the procurement of goods and services in accordance with the Township's Procurement By-law including preparation for requests for quotations, request for tenders and Purchase Orders.
- Prepare reports and presentations for Committee and Council meetings,
- Provide administrative support to the department including but not limited to preparing daily financial statements, presentations, reports, outgoing correspondence and minutes.
- Assist in the preparation and monitoring of capital and operating budgets,
- Assist in the organization and delivery of special events.
- Serve as Committee Coordinator to the Sports Hall of Fame Advisory Committee and Canada Day and other committees, as assigned. This includes the co-ordination, preparation and distribution of agendas, minutes and correspondence.
- Assist with the administration of leases for the department.
- Research and assist with projects for the department.
- Assist with departmental communications utilizing social media platforms and website.
- Assist and liaise with staff to increase awareness of the importance of a consistent visual identity across all programs and communications products.
- Provide back up for the Facilities and Booking Associate and administrative support to the Director and Manager.
- Maintain a current knowledge of the Occupational Health and Safety Act and ensure that all safety procedures and policies are adhered to.
- Perform other duties as assigned.

Required experience and education will include:

- A three year college diploma in business/office administration or another related diploma or degree;
- Three to five years of experience in administrative support in an office environment;
- Equivalent combination of education and experience will be considered, and;
- Municipal experience would be considered an asset.

Skills and competencies required:

- Excellent computer skills, including: Word, Excel, PowerPoint, Outlook and Internet knowledge;

- Experience with database applications, facility booking and or program registration software programs considered an asset;
- Strong organizational, administrative and interpersonal skills;
- Ability to work independently and as an effective team member using initiative to complete projects and prioritize duties and workload efficiently;
- Excellent oral and written communication skills, and;
- Flexibility to work evenings and weekends to accommodate meetings and other departmental requirements.

The successful candidate must provide, prior to commencing employment:

1. A satisfactory current drivers abstract
2. A satisfactory criminal reference check with vulnerable sector screening from a Canadian Police Information Centre.

NOTE: We thank all applicants and advise that only those selected for an interview will be contacted. Personal information will be used to determine eligibility for potential employment and is pursuant to the Municipal Freedom of Information and Protection of Privacy Act.

Please submit a cover letter and resume outlining relevant experience, background and education. The application must be received in writing to the Human Resources Department, no later than 4:30 p.m. on **Friday August 2, 2024**. Replies should be addressed to Robyn Hulowski, Human Resources Manager resumes@scugog.ca

The Township of Scugog is an equal opportunity employer. In addition, accommodation will be provided in accordance with the Accessibility for Ontarians with Disabilities Act (AODA), please contact Human Resources.