



Student Employment Opportunity

2025 Special Events Student

April 28 to August 29, 2025

\$17.40 to \$17.90 per hour (hours will vary up to 35 hours per week)

COMMUNITY SERVICES DEPARTMENT

The Township of Scugog is seeking a highly motivated and energetic individual to fill our Special Events Student position. This position reports to the Manager of Parks, Recreation and Culture, Recreation Coordinator and the Parks & Recreation Associate and will be responsible for event planning such as:

- Assisting in the co-ordination, marketing and implementation of Township programs and special events, including Canada Day Celebrations, Movies in the Park, June is Parks and Recreation Month, Summer Camp events, etc.
- Liaising with community partners on events happening in the Township during the summer
- Assisting in coordination of Township tourism and marketing initiatives
- Communicating in a positive, professional manner with management, community partners, the public and other staff members
- Other special event related duties as assigned

The successful candidate will:

- Be currently enrolled in studies related to event planning, marketing, tourism, hospitality, or related program, at a university or college
- Be returning to full time post-secondary studies in the fall
- Have strong computer application skills (MS Excel, MS Word, etc.)
- Demonstrate the ability to communicate effectively both verbally and in writing, organize their workload, work independently, be able to work in a team environment
- Have current Emergency First Aid and CPR 'B' certification (considered an asset)
- Be physically fit and able to work out of doors.

The successful candidate must provide, prior to commencing employment:

1. A satisfactory criminal reference check based on vulnerable sector 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.

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.