



is currently accepting applications for the position of

## **Parks and Recreation Administrative Assistant Full-Time 35hrs/week**

The Township of Guelph/Eramosa is a vibrant rural and small urban municipality located at the south end of Wellington County which includes the settlement areas of Rockwood, Eden Mills, Everton, Ariss and Cross Creek.

Reporting to the Parks and Recreation Director, the primary duties of this position include:

- Assist Director with long-term strategies, and business planning for the Parks and Recreation Department.
- Responsible for all aspects of scheduling municipal community centres, pavilions and sports fields.
- Perform administrative and clerical duties for the Parks and Recreation Department.
- Responsible for the development and implementation of policies and procedures that support the delivery of recreational programs and services.
- Assist with the design, development and delivery of promotional materials.
- Assist with the development, planning and implementation of large-scale community events.

The successful candidate will possess previous experience in office administration and experience within Parks & Recreation would be considered an asset. Organizational skills, proficient verbal and written communication skills and the ability to deal with the public in a courteous and effective manner; ability to work independently and in a team environment; and the capability to perform multiple tasks in a fast-paced environment is required for this position. The work location for this position is a rural property without bus service.

The salary range for this position is under review.

**How to Apply:** Send your cover letter and resume by email to [humanresources@get.on.ca](mailto:humanresources@get.on.ca) or by mail/in person to 8348 Wellington Rd 124, Rockwood, ON, N0B 2K0. A complete job description can be found on our web site at [www.get.on.ca](http://www.get.on.ca)

**Applicants are invited to submit the required information,**

**no later than 12:00p.m., Thursday March 7<sup>th</sup>, 2019.**

*The Township of Guelph/Eramosa is an equal opportunity employer. Accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance.  
We thank all applicants, but only candidates selected for an interview will be contacted.*

Personal information collected through the recruitment process will be used solely to determine eligibility for employment and handled in accordance with the *Municipal Freedom of Information and Protection of Privacy Act*.