



EMPLOYMENT OPPORTUNITY

The Town of Pelham, Recreation, Culture and Wellness department is now accepting applications for the following position:

Recreation, Culture and Wellness Intern

Reporting to the Active Living Programmer, the Recreation, Culture and Wellness Intern will assist the department with creating, developing, and implementing recreational programming and special events. This position is intended to provide a generalist learning experience.

Duties Include:

- Provide assistance with the coordination of the Town's special events and festivals including Summerfest, Summer Chill, Canada Day and various other events in the Meridian Community Center
- Attend Summerfest Committee meetings
- Conduct special event and festival surveys and evaluation reports
- Supervise volunteers at various events
- Provide assistance with summer camps and aquatics programming
- Other duties as assigned

The successful candidate will possess the following:

- Currently enrolled in a post-secondary Recreation and Leisure program
- Smart Serve Certification is considered an asset
- Demonstrated ability to work effectively with diverse partners ranging from volunteers and committees to municipal officials
- Evidence of strong people management, project management, and strategic thinking skills
- Course work or experience in marketing and/or event planning is considered an asset
- Must be able to work days, evenings, weekends, and some holidays from May to September.

Salary: \$19.29/hour (35 hours per week).

Resumes must be submitted directly to Brianna Langohr, Human Resources/Health and Safety Coordinator at hr@pelham.ca by 9:00am on **Friday February 17, 2023**.

The Town of Pelham is an equal opportunity employer. We are committed to inclusive,

barrier-free recruitment and selection processes and work environments.

In accordance with the Accessibility for Ontarians with Disabilities Act, if you require this document or any additional documents in an alternative format, please contact our office at 905-892-2607, ext. 345. Should you require any special accommodations in order to apply for a position or interview for a position with the Town of Pelham, we will endeavor to make such accommodations.

We thank each applicant for taking the time and effort to submit their resume, however, only candidates to be interviewed will be contacted.

In accordance with the Municipal Freedom of Information & Protection of Privacy Act, all information is collected under the authority of the Municipal Act, 2001, and will only be used during the selection process for the subject posting.