



Seasonal Recreation & Events Assistant

Department
**Recreation, Culture &
Wellness**

Vacancy
Existing

Employee Group
Non-Union

Position Type
Student

Join Us at the Town of Pelham!

The Town of Pelham is a vibrant and welcoming community dedicated to creating opportunities for current and future generations. We are proud to be part of the Niagara Region, known for its natural beauty, strong sense of community, and commitment to sustainability and growth.

Pelham is part of the Dish with One Spoon wampum, a treaty that guides a commitment to principles reflecting respect for our shared environment and responsibility to one another:

- Taking only what we need
- Leaving some for others
- Keeping our community clean and thriving

Pelham is home to approximately 19,000 residents and continues to grow while maintaining its small-town charm and high quality of life. The Town's 2023-2027 Strategic Plan prioritizes responsible growth and development, environmental stewardship, and building a resilient, future-ready organization. The mission is to create an active and sustainable community while promoting an exceptional quality of life, valuing its people, their experiences and the environment. Join the team and help make a meaningful difference in Pelham!

The Opportunity

Reporting to the Supervisor of Recreation Programs, the Seasonal Recreation & Events Assistant will assist the department with creating, developing, and implementing recreational programming and special events. This position is intended to provide a generalist learning experience.

About You

What You Will Do

- Assist 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 Working Group meetings
- Conduct special event and festival surveys and evaluation reports
- Create vendor permits for various events, including Summer Chill, Summerfest and Canada Day
- Supervise volunteers at various events
- Other duties as assigned

What We Are Looking For

Before reviewing the qualifications listed below, we want you to know that we understand you may not meet all the qualifications described. We do still encourage you to apply as you may have other relevant expertise and experience to bring to the role

- 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 4, 2026, to August 28, 2026.

What's In It For You

- A competitive wage of **\$21.82/hour** with a 35-hour work week (primarily 8:30am to 4:30pm Monday to Friday). Work outside of normal working hours will be required to support events.
- The option to participate in the OMERS pension plan
- A supportive and collaborative work environment
- A commitment to creating a diverse, equitable and inclusive culture that promotes a sense of belonging and represents and reflects the needs of the community we serve.

Summary

- Pay Rate: \$21.82/hour
- Vacancy: Existing
- Department: Recreation, Culture & Wellness
- Position Type: Seasonal
- Employee Group: Non-Union
- Work Location: On-site
- Hours of Work: 35
- Number of Openings: 1
- Posted Date: February 23, 2026
- Application Deadline: Friday, March 13, 2026, by 4:30pm

Applications are available online at <https://www.pelham.ca/careers> and must be submitted **by 4:30pm on Friday, March 13, 2026.**

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 Town Hall at 905-892-2607, ext. 315. Should you require any special accommodations to apply for a position or interview for a position with the Town of Pelham, we will endeavor to make such accommodations.

The Town of Pelham does not use artificial intelligence to screen, assess or select applications in the recruitment process.

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.