



THE CORPORATION OF THE TOWNSHIP OF CENTRE WELLINGTON

COMMUNITY DEVELOPMENT, CULTURE & SPECIAL EVENTS COORDINATOR TEMPORARY PART-TIME (21 HOURS PER WEEK) UNTIL DECEMBER 31, 2021

The Township of Centre Wellington's Community Services Department is seeking an experienced individual to fill a temporary, part time position in the role of Community Development, Culture & Special Events Coordinator. As part of the Community Services team, the Community Development, Culture & Special Events Coordinator supports cultural and community development within the Township of Centre Wellington through the implementation of the Cultural Action Plan. This position provides administration, coordination and support to cultural community organizations and special events that host their events on Township property and facilities.

Duties & Responsibilities:

Special Event Coordination

- Works directly with members of the public, community groups, event organizers and others to determine needs, review event applications forms, and support their requests through Township channels.
- Attends meetings and site visits and connects event organizers with other stakeholders (i.e. AGCO, OPP, etc.).
- Ability to apply and interpret legislation including municipal by laws, liability insurance requirements, *Occupational Health & Safety Act*, Public Health regulations, Alcohol & Gaming Commission (AGCO).
- Prepares rental contracts for all special events. Explains venues and facilities, terms and conditions for their use, fee schedules, permitted uses and restrictions. Collects and records rental fees, including follow up on overdue payments.
- Works in cooperation with the Facility Booking Coordinator to ensure contracts are prepared in a timely manner.
- Engages in the operation of the Active Net computer programming system to assist with contracts.
- Assists the staff team with the delivery and execution of special events as required.
- Manages public requests and concerns with regards to special events.
- When required, attends special events to provide support to the event organizers.
- Responds to event emergencies as required.

Community Development & Culture

- Delivery of Township sponsored special events such as Canada Day, Doors Open & Culture Days.
- Liaises with various organizations to strengthen and support the cultural landscape of the Township.
- Manages and maintains the Township's Cultural Directory.
- Builds strategic partnerships with community groups, NFP organizations and the private sector to maximize and share resources for successful delivery of the goals of the community development, culture and special events.
- Maintains and fosters the continued work of the Cultural Action Plan implemented in 2013 including liaison with municipal departments, community groups, and stakeholders.
- Contributes to the development of the future Culture Master Planning Initiatives.
- Continues to build upon the success of the Cultural Resource Centre which was developed to maximize support for community events by providing an inventory of event resources.
- Manages the inventory within the Cultural Resource Centre.
- On-going networking and building of relationships with cultural groups, including information sharing, and capacity building which may also include organizing workshops.
- Participates as an active member of the festival and events working group that share best practices and resources.
- Establishes and maintains a strong working relationship with all culture and community organizations.
- Collaborates with the Communications Coordinator on developing a communications plan to promote cultural events.
- Maintains and updates appropriate web pages of the Township's website with respect to community development, culture and special events.
- Maintains reliable records and documents that track the uses, times, locations, and management of special event bookings and cultural initiatives.

Other

- Maintains skills and knowledge at a high level with training and development through courses, workshops and selected reading.
- In consultation with Manager, participates training and development to grow interest and skills.
- Responsible as employees for occupational health, hygiene, and safety practices.
- Participates, as required, in events and ceremonies that celebrate Centre Wellington.
- Performs other related duties as assigned.

Qualifications:

- Post-secondary education in Recreation and Leisure Studies, Event Management or equivalent education.
- Minimum three (3) years' experience in the field of recreation, event planning or community development.
- Excellent organization, research and administrative skills.
- Strong interpersonal and written communication skills.
- Excellent time management and problem solving skills.
- Computer literacy utilizing the Microsoft Office Suite (Word, Outlook, Excel, PowerPoint)
- Computer literacy skills utilizing Active Net software system is considered an asset.
- Ability to work independently and as part of a team.
- Demonstrated ability to build strong relationships and partnerships with stakeholders.
- Availability to accommodate deadlines, meeting/event attendance and/or peak period workloads that may extend beyond the normal workday or occur on evenings/weekends, as may be required.
- Must hold a valid "G" class Driver's License and maintain a good driving record.
- Must hold or be willing to obtain First Aid, CPR & AED certification.

Salary: \$31.69 per hour [2019 Rate]

How to Apply:

Township of Centre Wellington, 1 MacDonald Square, Elora, ON N0B 1S0

Attn: Sandra Schulz, Manager of Human Resources

Via email: careers@centrewellington.ca

Deadline to Apply: F r i d a y , March 15, 2019 at 4:00 p.m.

To learn more about the Centre Wellington community and the requirements for this position, please visit the Township's web site at www.centrewellington.ca and search the Job Opportunities link. Please submit your cover letter and resume in one document in .PDF format.

Information gathered relative to this position is done so in accordance with the Municipal Freedom of Information and Protection of Privacy Act and will only be used for candidate selection. Accessibility accommodations are available for all parts of the recruitment process. Applicants must make their needs known in advance. We thank all those that apply; however only those candidates selected for an interview will be contacted.