

MUNICIPALITY OF CENTRE HASTINGS

Job Description

Job Title: Special Events Youth Coordinator/Park Staff

Purpose: To provide support for and organize special events and community projects and to work in the canteen, serve the public, maintain cleanliness and greet patrons at Centre Hastings Park

Reports to: Community Development Officer
Community & Development Services Manager/ Deputy Clerk

Duties and Responsibilities:

- Develop weekly activities and programs pertaining to youth and community.
- Represents the Municipality of Centre Hastings in a positive, respectful manner at all times.
- Provide support to community events such as Canada Day, Skate Park functions, registrations/fundraisers, displays, and special events.
- Coordinate youth activities in all facilities of the municipality.
- Prepare and circulate promotional materials including flyers, press releases, event and tourism booth, bulletin boards, websites and Facebook.
- Ensure all Health and Safety standards are strictly adhered to
- Greet event/program/park participants and provide information/ support as required.
- Ensure facilities, park areas and washrooms are prepared and well maintained.
- Assist volunteer committees with event details.
- Provide food services to park patrons.
- Provide regular cleaning and maintenance of canteen, washrooms and public areas.
- Provide support to all park operations and activities.
- Provide regular and effective cleaning/garbage pail emptying, trash pickup and maintenance of skate park, rooms and public areas.
- Handle cash, debt transactions.
- All other duties as assigned.

Qualifications:

- Strong IT skills, including use of Microsoft Office, Email, Social Media etc.
- Excellent communication and public service skills.
- First aid/ CPR an asset.
- WHMIS training.
- Satisfactory police check.
- Access to a vehicle and cell phone.

Days/ Hours of Operation:

- Approximately 35 hours a week, flexibility required.
- July to August
- Various days/hours as needed, including some weekends/ holidays.

Requirements:

- Strong presentation and networking skills.
- Comfortable in front of crowds public speaking and demonstrating activities.
- Ability to stand for long periods of time.
- Previous volunteering/work experience considered an asset.
- Flexible hours and willing to work weekends and holidays.