



## Promotions and Program Coordinator, Community Services

**Temporary – May 2019 – June 30, 2020 (14 months)**

**Part-Time**

**21 - 28 hours per week**

### **Summary of Duties:**

Reporting to the Manager, Recreation, the Promotions and Program Coordinator is responsible to promote the services and facilities of the Community Services department through the development, design and delivery of programs and content for the Town website, advertising, information packages, fliers, social media and other appropriate promotional avenues.

### **Major Responsibilities:**

- Coordinate, monitor and update the information for the Community Services component of the municipal website
- Coordinates Community Services programs, registration and special events
- Oversee special events and programs including scheduling and supervising contract staff and volunteers to ensure effective and efficient program delivery
- Develop and/or populate brochures and pamphlets for promotional materials for core program and special events.
- Provide support for community senior games
- Arrange Harbour and Tourist Camp advertising
- Develop and coordinate Recreation Guides
- Manage Band Shell concerts and coordinate the Bench program

### **Requirements:**

- Degree or diploma in Communications, Marketing, Public Relations, Recreation or a related field or equivalent experience,
- Related work experience in recreation or program development
- Ability to plan, organize, develop and implement recreation programs
- Ability to delegate, set expectations and monitor progress of work

**Salary Range: Grade 5  
\$29.60 to \$33.64 per hour  
depending on experience and  
education**

If you are interested in this opportunity please complete the application questionnaire and include a copy of your resume.

**Application deadline: May 14, 2019 noon**

In accordance with the Ontarians with Disabilities Act, 2005, The Town of Saugeen Shores will make every effort to accommodate applicants with disabilities in its recruitment process. Please advise us of any accommodation measures you may require during our hiring process. Information received relating to accommodation needs of applicants will be addressed confidentially.