

# *The Corporation of the Town of Bruce Mines*

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**PO Box 220  
9126 Hwy. 17 East  
Bruce Mines ON P0R 1C0  
[www.brucemines.ca](http://www.brucemines.ca)**

## **COMMUNITY SERVICES AND EVENTS COORDINATOR JOB DESCRIPTION**

### **SUMMARY**

The ***Community Services and Events Coordinator*** is responsible for developing, planning, overseeing, and directing the operations, services, and activities of an assigned recreation program and events coordinator. Community Services responsibilities include, but are not limited to, greeting residents and visitors at the office and performing light administrative duties.

This position requires an individual with an abundance of creativity and a wealth of social media skills. This position requires the ability to work independently with initiative and discretion within established guidelines. Reporting to the Municipal Administrator and working in coordination with the Town's Recreation Committee, you will develop an events calendar and see to each event's creation and ultimate conclusion.

*Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

### **Essential Duties and Responsibilities**

- Oversees the development, promotion, and implementation of a diversified recreation and events program and services for all ages in accordance with community needs.
- Creates advertising and promotional campaigns to generate interest in the Town and its facilities and programs.
- Generates the monthly newsletter.
- Evaluates program effectiveness; recommends changes and implements management decisions.
- Oversees the activities of volunteers; plans, trains, directs, and monitors all duties.
- Serves as a liaison and resource for community agencies and other organizations; performs community outreach to promote the new programs and stimulate interest in said events.
- Serves as Town's representative with external organizations; attends and/or speaks at meetings and other community functions.

- Assists with budget development and manage said budget.
- Performs administrative tasks, such as attending and scheduling meetings, preparing reports, monitoring expenditures, and maintaining records.
- Assists in developing and implementing policies and procedures for the continuation of events.
- Receives and responds to questions and concerns from patrons; identifies issues and resolves problems.
- Performs routine facility logistics, including but not limited to, the setup and tear down of tables, chairs, equipment, and supplies.
- Provides communication and written documentation regarding all recreation program areas and facility activities, including, but not limited to, damages, problems, needs, issues, policies, and procedures.
- Monitors inventory, orders supplies, and maintains purchase records within authorized budget.
- Maintains website in conjunction with events calendar and news releases.
- Develops and posts media including posters and notices for all activities.
- Performs other duties as assigned.

**Qualifications Education and Experience:**

- High School Diploma, supplemented by two years college level coursework, in business administration, recreation, physical education, or a related field, Bachelor's Degree desirable; AND Three years of experience directing and overseeing a recreation program, or custodial and/or event operations; OR Any combination of training, education, and experience that would provide the required knowledge, skills, and abilities.
- Knowledge of: Principles and Practices of Leadership, positive reinforcement, and team dynamics.
- Proper care and safety practices of recreation, facility, sports field equipment, materials, and supplies.
- Methods and techniques of planning, evaluating, and implementing community events, recreation programs, services, and activities.
- Cash management, accounting, and record-keeping techniques.
- Principles and practices for providing high level of customer service.
- Occupational hazards and standard safety practices.
- Modern office practices, methods, and computer equipment and applications.
- Excellent working knowledge of, and experience with, FaceBook, email, Publisher and other software and social media applications.

**Ability to:**

- Lead volunteers, including training, work planning, organizing, scheduling, and coordinating.
- Use, operate, and maintain a variety of operational, custodial, and audio-visual equipment.
- Understand, interpret, monitor, and apply all relevant laws, rules, regulations, and policies.
- Maintain order and safety in crowded and noisy environments.
- Maintain accurate financial records and work within authorized budgeted resources.
- Maintain facilities and equipment in a clean, safe, and secure manner.
- Perform work as directed in an efficient, effective, safe, and timely manner.
- Respond appropriately to changing situations.
- Independently organize work, set priorities, meet deadlines, and follow up on assignments.
- Demonstrate strong customer service skills and establish, maintain, and foster positive and effective working relationships.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Completion of First Aid, CPR, and AED training within six months of hire and maintain certification throughout employment.

**Physical Demands**

- Must possess: mobility, strength, and stamina to perform physical work for extended periods of time; to operate a wide variety of cleaning tools and equipment, and to operate a motor vehicle; vision to read printed materials and a computer screen; hearing and speech to communicate in person and over the telephone or radio.
- Work activities may be performed indoors and outdoors and may require frequent walking on uneven or slippery surfaces, standing, sitting, running, conducting exercises, twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping, reaching, making repetitive hand movement, and related physical activities in the performance of daily duties.
- Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard, calculator, or tools and equipment used in assigned program area.
- Incumbents must possess the ability to lift, carry, push, and pull materials, tools, equipment, objects, and supplies weighing up to 50 pounds or heavier weights with assistance and/or the use of proper equipment.
- Environmental Elements, incumbents work in both indoor and outdoor environments with moderate to loud noise levels, wet and slippery conditions, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes.
- May work in controlled temperature conditions, cold and hot temperatures, or inclement weather conditions.
- Incumbents will be assigned an irregular work schedule, including weekends, early mornings, evenings, and holidays.

**Employment Conditions**

Ontario Provincial Police – Vulnerable Sector Check completed.

St John Ambulance or Red Cross First Aid Certificate with CPR and AED would be an asset

**HOW TO APPLY**

Please submit your cover letter and resume before **3pm on September 29<sup>th</sup>, 2023**, via email to [info@brucemines.ca](mailto:info@brucemines.ca) or deliver them in person at the municipal office located at:

Town of Bruce Mines  
PO Box 220, 9126 Hwy 17E,  
Bruce Mines, ON, P0R 1C0

Please include the job title of ***Community Services and Events Coordinator*** in the subject line of your email.



This opportunity is proudly supported by Northern Ontario Heritage Fund Corporation and is funded through the Workforce Development Program. Eligibility requirements of the program can be found here: <https://nohfc.ca/en/pages/programs/people-talent-program/workforce-development-stream>

