

The Corporation of the Town of LaSalle

Job Posting

Job Title: Recreation Programmer, Events

Department: Culture and Recreation

Reports to: Supervisor of Recreation

Rate of Pay: \$62,681.27 – 70,802.87 per annum (2020 rates)

Summary

The Recreation Programmer is responsible for providing overall support to the Culture and Recreation department for the coordination of all festivals and events in LaSalle. This position works in collaboration with the Supervisor of Recreation to ensure the successful delivery of various Town of LaSalle delivered and third party organized festivals and events designed to meet the needs and interests of the community. This position is also responsible for providing direction to front line staff and ensuring a safe work environment. Other duties include chairing monthly meetings for the Special Event Review Team (SERT) and responding to inquiries, questions and concerns from the public

Primary Duties and Responsibilities

1. Provide guidance and support to employees
2. Enforce divisional health and safety program
3. Assist the Supervisor of Recreation in supporting and hosting all Town of LaSalle and third party organized festivals and events.
4. Recommend changes in existing event schedules and create/recruit new innovative events to meet the needs of the community.
5. Organize logistics, programming and supplies for all Town of LaSalle organized festivals and events
6. Chair regular meetings of the Special Event Review Team (SERT).
7. Coordinate orientation and training sessions for internal and external event stakeholders to ensure understanding and compliance with all Town of LaSalle policies and procedures and relevant Acts and Regulations
8. Assist with the development and implementation of networking and capacity building activities to generate third party event leads.
9. Assist in the creation and implementation of communication and promotion toolkits for third party organized events.
10. Provide regular and timely communication regarding program and event schedules to internal and external stakeholders.

11. Ensure accurate communication and collaboration with the Clerical Support staff for data entry, invoicing and fee processing, document collection and retention and internal work order creations.
12. Foster relationships between third party program and event organizers.
13. Ensure appropriate quality of work from Town of LaSalle staff.
14. Work closely with Culture and Recreation staff, Public Works, Emergency Services, Tourism Windsor Essex Pelee Island (TWEPI) and various other partners to ensure effective external program and event operation
15. Access to a reliable vehicle and ability to travel between local program sites as required
16. Assist other Culture and Recreation areas as necessary
17. Other duties as assigned

Qualifications

- Community College Diploma in Recreation, Event Planning, Business or equivalent
- Minimum of three (3) years previous related experience
- Superior communication and customer service skills
- Strong knowledge of Microsoft Office (Word, Excel, PowerPoint, Outlook), MS Publisher
- Hold and maintain a valid Class "G" driver's license

Qualifications Considered Assets

- Experience with Active Net

Working Conditions

- Duties shall primarily be performed indoors
- Manual dexterity to use desktop computer and peripherals
- Periodic local and out of town travel required
- Operation of a motor vehicle

Hours of Work

- Primary hours of work are Sunday to Saturday, days, evenings and weekends (35 hours)

Physical Requirements

- Physical work environment requiring extended periods of walking, standing, and sitting

Leadership Responsibilities

TBD

Application Process

All applicants are encouraged to submit a resume and cover letter stating position applying for in confidence to:

Please submit resume and cover letter in confidence to:

Town of LaSalle
Attn: Human Resources
5950 Malden Road
LaSalle ON N9H 1S4
hr@lasalle.ca

We thank all applicants who apply for this position, but only those candidates selected for an interview will be contacted. In accordance with the Municipal Freedom of Information and Protection of Privacy Act, personal information is collected under the authority of the Municipal Act and will only be used to determine eligibility for potential employment. We are dedicated to equal opportunity. Accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance.