



Job Posting – Permanent Full Time

Date of Posting: August 13th, 2024

Position: Clubhouse and Recreation Assistant

Department: Recreation

Job Function: Reporting to the Director of Community Services, the Clubhouse and Recreation Assistant will perform a wide variety of duties to support the operation of the Clubhouse Restaurant and the Recreation & Travel Information Centre. The ideal candidate requires initiative, independent judgment and strong customer service skills. The Clubhouse and Recreation Assistant will have daily interactions with the public (residents, user groups, businesses and organizations) as well as other recreation staff and municipal departments. In addition, the Assistant will be responsible for the coordination of user group facility rental agreements, event and staff scheduling as well as the development of communication material to advertise Clubhouse menus and specials and Recreation programming through social media platforms.

Duties include, but are not limited to:

- Maintaining departmental files;
- Prepare facility rental agreements as required;
- Respond to enquiries from the public;
- Compile statistical data from facility use/events;
- Event communications including print and social media.

Required Skills:

- Graduation from a related college program and/or 3 to 5 years of related experience. Other combination of formal schooling and experience may be considered equivalent.
- Strong computer skills: Excel, Word, Outlook.
- Knowledge of municipal operations would be an asset.

Hours per Week 35 hours per week

Deadline for Applications: Tuesday September 3rd, 2024 at 2:00 pm

Submit cover letter and detailed resume marked “Confidential” to:

The Corporation of the Township of Manitouwadge
Attn: Trish Boileau, Director of Community Services
1 Mississauga Drive, PO Box 910
Manitouwadge, ON P0T 2C0
Email: directorcs@manitouwadge.ca

We thank all applicants who apply for this position, but only 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 2001, .S.O. 2001, c. 25 and will only be used for candidate selection.

The Township of Manitouwadge is an equal opportunity employer committed to an inclusive, barrier-free recruitment and selection processes, and work environment. We will accommodate the needs of applicants under the Human Rights Code and Accessibility for Ontarians with Disabilities Act (AODA) throughout all stages of the recruitment process. Please contact the Clerk’s Department at clerk@manitouwadge.ca if you need assistance.