



TOWNSHIP OF BRUDENELL, LYNDOCH AND RAGLAN

JOB DESCRIPTION

JOB TITLE: Community Recreation Coordinator Assistant (Summer Student)

REPORTS DIRECTLY TO: Community Development Coordinator

DEPARTMENT: Recreation

DATE REVIEWED: May 2025

POSITION SUMMARY:

Student will be assisting with planning and organizing community events, facilitating discussions and engagements within the community, online communication platforms and social media channels, creating and distributing relevant content including general office duties as required.

DUTIES AND KEY RESPONSIBILITIES:

- Assisting BLR Recreation Committee with events, including planning, advertising, implementation & clean up
- Community enhancement – community garden and flower beds
- Use social media to build presence
- Assist support services
- Provide assistance to volunteers
- Assist with scheduling meetings and events
- Answering phones, filing and general office tasks
- Perform duties following all policies and procedures of the Township
- Perform any other duties as requested by the Community Development Coordinator

MINIMUM QUALIFICATIONS:

- Must be between 15-30 years of age by start date of employment.
- Must be enrolled in a recognized secondary or post-secondary educational institution, and must be returning as a full-time student in the fall.
- Current Standard First Aid/CPR with AED Certification, an asset.
- Valid Driver's Licence, Class "G2" or higher considered an asset.
- Ability to follow direction, show initiative and exercise good judgement to ensure the effective completion of assigned tasks.
- Current WHMIS certificate (or willing to be trained).
- Ability to work alone under minimal supervision and as a team.

- Some familiarity and skills within office environment.
- General understanding of office procedures, practices, and equipment.

PHYSICAL SKILL AND EFFORT

- Good physical condition.
- Exerting up to up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects.

INTERPERSONAL SKILLS:

The job requires good interpersonal skills to interact effectively with the general public and deal politely and effectively with other department staff.

WORK SCHEDULE:

- Will be required to work 35 hours per week and may include irregular hours and weekends.

SPECIAL REQUIREMENTS:

- Work clothing – clean, neat appearance.
- Students 18 and over are required to submit a vulnerable sector criminal record check at own cost.

The forgoing description reflects the general duties necessary to describe the principal functions of the job identified and shall not be construed to be all of the working requirements that may be inherent in this classification.

Supervisor Signature

Employee Signature

Date

Date