



## Job Posting

The Township of South Glengarry is currently seeking to fill the full-time vacancy of the Recreation Facilitator. Reporting directly to the General Manager of Parks, Recreation and Culture, the Recreation Facilitator will be responsible for event bookings, liaising with stakeholders and be a key link to staff within the Parks, Recreation & Culture Division.

### Qualification Requirements:

- College diploma in business or office administration or recreation related field of studies.
- Knowledge of public financial practices, reporting and information systems.
- Completion of training courses through the Ontario Recreation Facilities Association (ORFA) is an asset.
- Minimum of 2 years' clerical experience and relevant customer service experience, preferably in a municipal setting.
- Experience/familiarity with various community volunteers is an asset.
- Previous experience organizing or assisting with delivery of community events/and or recreational programming.
- Superior skills in computer applications include word processing/spreadsheet software, internet and email programs, records management software related to office equipment.
- Experience using recreation facility booking software is considered an asset.
- Excellent organizational, verbal and written communication skills.
- Excellent interpersonal and customer service skills.
- Must have excellent telephone manner, public relations and interpersonal skills.

The ideal candidate must have a highly positive and professional demeanor and be self-starting, problem-solving and a customer service-oriented individual with strong attention to detail.

This position is compensated at the hourly rate of \$28.11 and based on a 35hr/week schedule including evenings and weekends. A complete job description is available on the Township website [www.southglengarry.com](http://www.southglengarry.com).

Qualified and interested applicants should submit their **cover letter and resume** to Cyndi DeVries, Human Resources Advisor, no later than **4:00pm, Thursday, July 3, 2025**, via e-mail to [cdevries@southglengarry.com](mailto:cdevries@southglengarry.com).

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, as amended, and will be used for the purpose of candidate selection. Accommodations of persons with disabilities are available for all parts of the recruitment and selection process. Applicants need to make their required accommodations known in advance to the HR Advisor or designate.

**We thank all applicants and advise that only applicants selected for an interview will be contacted.**