



Making life better in King

King is Hiring Recreation Coordinator – Special Events (2)

King Township is an idyllic countryside community of communities, proud of its rural, cultural, and agricultural heritage. We are respected for treasuring nature, encouraging a responsible economy, and celebrating our vibrant quality of life. As an organization, we are focused making life better in King, and enriching the lives of all those who live, work, and visit King Township by providing quality services and experiences.

Reporting to the Supervisor of Special Events, the Recreation Coordinator – Special Events is responsible for the following:

- Coordinates, facilitates, and executes a variety of municipal events of varying scales, types, and locations.
- Develops and implements staff training for special events to ensure compliance with legislative and other regulatory requirements.
- Assists with the establishment and maintenance of partnerships with external groups in order to enhance ongoing and new events.
- Acts as municipal liaison for community led events, including attending committee meetings as required.
- Makes recommendations on operational policies and procedures to ensure participant safety and responsible risk management.
- Establishes, cultivates, and maintains external community relationships and effectively partners with diverse groups of constituents.
- Liaises with staff, local groups, supporting and government agencies, etc. for the development and implementation of events.
- Develops and implements ongoing evaluation models for current and new events.
- Evaluates current trends and practices to assist in the identification of opportunities for events and festivals.
- Works with the Corporate Communications Division to develop and implement individualized marketing strategies for municipal events including various social media platforms, print, signage, and radio.
- Assists in the development of each event's operating budget and sets targets for event related revenue generation.
- Assists in actively facilitating and seeking out sources of financial support for Township events (i.e. grants, sponsorships, etc.).
- Act as a point of contact for local sponsors and other partners; develop systems to ensure effective messaging to all users.
- Develop and promote sponsorship packages on behalf of the event team in alignment with corporate sponsorship needs.
- Create feedback surveys, focus groups and other formal interactions with event participants to track appropriate usage data to foster continuous improvement in services offerings and delivery models.
- Maintains a high level of communication to effectively manage logistics and create an ongoing presence for Community Services.
- Models and practices HIGH FIVE® – Principles of Healthy Childhood Development
- Other duties and responsibilities as assigned.

The successful applicant will possess:

- Post-Secondary education related to Special Events or Recreation Coordination.
- Minimum of two (2) years' experience in Special Events.
- Experience working in a municipal environment would be considered an asset.
- Proficiency in Microsoft Office, Photoshop, Adobe Illustrator, Canva, and utilization of social media networks.
- Working knowledge of PerfectMind software would be considered an asset.
- Valid class G Driver's License and reliable vehicle for work use, where required.
- Valid First Aid certificate.
- HIGH FIVE® certification is considered an asset.
- Completed Vulnerable Sector Screening and Drivers abstract.
- Experience with production of publications and website management would be considered an asset.
- Experience developing and implementing marketing plans and sponsorship packages would be considered an asset.
- Experience in budget planning, tracking, and revenue generation.
- Experience in meeting tight deadlines and accomplishing projects in a fast-paced environment.
- Flexibility managing and adjusting own behaviours to work effectively in light of new information, changing situations with various people.
- Understanding and appreciating difference and opposing perspectives on an issue and adapting one's approach as the requirements of a situation change.
- Easily accepting changes in task requirements.
- Ability to make sound decisions, work on multiple projects and utilize reasonable judgement.
- Excellent verbal and written communication skills required, along with good organizational skills.
- Must be able to deal effectively with the public, all levels of staff, volunteers and periodically with elected officials.

Salary Range: \$66,812 - \$74,219 per annum (2024 Rate)

Qualified candidates are requested to forward their resume to hr@king.ca by **4:30 pm on May 27, 2024**

Or to Human Resources at 2585 King Road, King City, Ontario, L7B 1A1

Please visit www.king.ca for full job description.

We thank all applicants and advise that only those selected for an interview will be notified.

Personal information (PI) is collected under the authority of the Municipal Act, 2001, S.O. 2001, c.25 and will be used to facilitate the hiring and recruitment process. Personal information (PI) will be protected in accordance with Municipal Freedom of Information and Protection of Privacy Act (MFIPPA). Questions about the collection of personal information (PI) should be directed to the Human Resources Department, 2585 King Road, King City, L7B 1A1 or (905) 833-5321.

We are an Equal Opportunity Employer. In accordance with the [Accessibility for Ontarians with Disabilities Act, 2005](#), the Integrated Accessibility Standards Regulation 191/11 (IASR), and the Ontario Human Rights Code, the Township of King will provide accommodations throughout the recruitment, selection and/or assessment process to applicants with disabilities. If selected to participate in the recruitment, selection and/or assessment process, please inform Township Human Resources staff of the nature of any accommodation(s) that you may require in respect of any materials or processes used to ensure your equal participation.