



***King is Hiring***  
**Operator – Special Events**  
**(Contract, Part-Time)**

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 Operator – Special Events is responsible for the following:

- Assisting in the planning, development and execution of all department special events.
- Coordinating and purchasing of event supplies.
- Setting up and removing equipment for various special events as required, such as chairs, tables, tents, fencing, etc.
- Coordinating all breaks, meals, and uniforms for staff and volunteers working events.
- Recording special events inventory, pre and post events.
- Collecting and reporting various event statistics, such as but not limited to, tourism information, satisfaction surveys, etc.
- Acting as the departmental liaison for coordinating Community Services presence at local community events (i.e. The Schomberg Fair and A Main Street Christmas).
- Assisting Township staff to maximize public interest and awareness of events.
- Assisting in actively facilitating and seeking out sources of financial support for Township events (i.e. grants, sponsorship opportunities, etc.).
- Assisting in making recommendations on operational policies and procedures to ensure participant safety and responsible risk management.
- Assisting with the delivery of a marketing plan to promote all Township special events.
- Deal courteously and effectively with the public by answering participant inquires and/or complaints.
- Performing data entry as it relates to course input, volunteer database, customer profiles, special event matrix and grant applications.
- Supporting accreditation and designation application processes.
- Models and practices HIGH FIVE® – Principles of Healthy Childhood Development (Participation, Play, Mastery, Friends and Caring Adult).
- Provides excellent external customer service and responds to enquiries and/or resolves complaints, escalating appropriately where needed.
- Provides excellent internal customer service and works effectively with all Township staff.
- Other duties and responsibilities as assigned.

The successful applicant will possess:

- Post-Secondary education in Recreation Studies, Special Events, Marketing, or a related discipline, would be considered an asset.
- Three (3) – six (6) months previous experience would be considered an asset.
- Strong organizational skills (both oral and written) with the ability to communicate with all levels of staff, stakeholders and the general public.
- A team player with excellent interpersonal skills.
- Ability to maintain strict confidentiality and unquestionable integrity.
- Working knowledge of Microsoft Office skills (e.g. Word, Excel, and Outlook).
- HIGH FIVE® certification is considered an asset.



- Previous experience planning and implementing events in a municipal setting is considered an asset.
- Valid First Aid, CPR-C and WHIMS/GHS Certifications.
- Valid G Class Driver's License.

**Conditions of Employment:**

- Required to work in a general office environment with travel to satellite locations
- Required to work all special event days requested by your supervisor, including shift work and variable hours including days, evenings, weekends, and holidays.
- Will be required to work outdoors in inclement weather while organizing and implementing events.
- Event set up/take down may require physical work.
- Work involves mental and visual concentration with frequent interruptions.
- Must be able to meet deadlines.
- Must possess a strong attention to detail, good problem solving, organizational, written, and verbal communication skills.
- Must have the ability to work independently or as a team.
- Ability to wear appropriate Personal Protective Equipment (P.P.E.) as required.
- Work in a safe manner and in compliance with the Occupational Health and Safety Act and its regulations.
- Must be legally authorized to work in Canada.

Salary Range: \$ 21.00 - \$ 24.00 per hour

Classification: Contract, Part-Time

**Vacancy Disclosure:**

This posting is intended to fill an existing vacancy.

Qualified candidates are requested to forward their resume to [hr@king.ca](mailto:hr@king.ca) by **4:30 pm on May 22, 2026**  
Or to Human Resources at 2585 King Road, King City, Ontario, L7B 1A1

Please visit [king.ca/employment](http://king.ca/employment) 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.*