



**THE CORPORATION OF THE MUNICIPALITY OF SOUTH HURON**  
322 Main Street South, PO Box 759, Exeter, ON N0M 1S6  
**PHONE: 519-235-0310 • FAX: 519-235-3304 • TOLL FREE: 1-877-204-0747**  
**WEBSITE: [www.southhuron.ca](http://www.southhuron.ca)**

## **Program Coordinator Job Posting**

The Municipality of South Huron invites applications for the full-time position of Programs Coordinator reporting to the Manager of Community Programs. Under the direction of the Community Programs Manager, the Coordinator is responsible for the organization, planning, development, delivery and evaluation of all recreation and leisure programs and activities. The Coordinator will design and implement programs, events and services to meet the needs of the community and corporate strategic initiatives as outlined by Council. The Coordinator will also be responsible for the submission, and maintenance of grant applications. The Coordinator will be responsible for coordinating facilities rentals for private and municipal events.

The ideal candidate must have:

- College Diploma in Recreation & Leisure or a related program.
- A minimum of 2 years' experience in related employment.
- A minimum of 2 years' experience in municipal grant writing.
- A proven track record of high quality work accomplishments.
- Possession of a valid G Class Driver's License.
- Ability to obtain a vulnerable sector check deemed satisfactory by the municipality.
- A thorough working knowledge of recreation and leisure program and event planning and delivery, as well as a working knowledge of Alcohol and Gaming Commission regulations regarding liquor licensing.
- Proven ability to working in a complex environment that requires a high degree of sensitivity and a need to maintain confidentiality, a high level of integrity and professionalism, along with superior client service skills at all times.
- Experience in preparing facility event schedules and plans.
- Strong understanding of all applicable legislation, by-laws, and policies.
- Strong oral and written communication, and presentation skills, complemented by a proficiency in computer literacy and Microsoft Office skills, and Social Media.
- Excellent administrative, organizational and research skills, with a proven ability to prioritize and exercise judgement.
- Flexibility in regard to work load and schedule as frequent interruptions are expected from issues arising from management and employees, and attendance outside of office hours will be required.
- Ensures that the tasks are completed in a timely and efficient manner, to meet Council established service levels and deadlines.
- Following established procedures, policies, administrative fee structures, and other documentation required to effectively deliver the Municipality's programs.
- Interpreting and applying Council established policies pertaining to all aspects of the Municipality's facilities.

Hours of Work: 35 Hours per week.

Wage: \$27.47 to 32.32 per hour.

For complete details, please visit our website [southhuron.ca](http://southhuron.ca).

Please submit your application no later than **3:30 PM on Thursday, January 17<sup>th</sup>, 2019** preferably by email to:

Megan Goss, Human Resources and Strategic Initiatives Officer  
Municipality of South Huron  
322 Main Street South  
P.O. Box 759  
Exeter, ON N0M 1S6  
Email: [hr@southhuron.ca](mailto:hr@southhuron.ca)

We thank all applicants for their interest in this position; however, only those being considered for an interview will be contacted. Personal information is collected under the authority of *The Municipal Freedom of Information and Protection of Privacy Act* and is used for candidate selection purposes only. Accommodations are available upon request for all parts of the recruitment process.