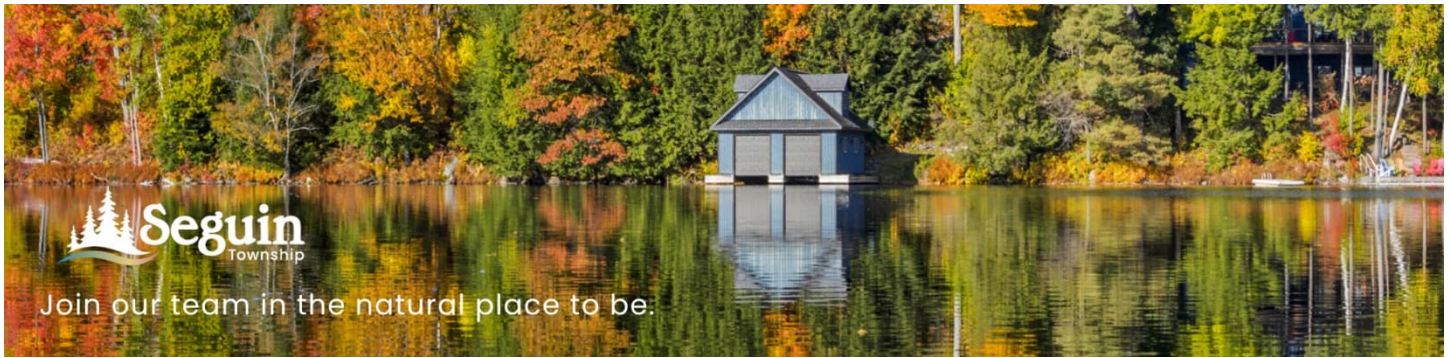




Position: Temporary Contract Community Services Recreation Assistant

Salary Range: \$ 20.00 to \$24.00 per hour

Closing Date: Posting open until position filled

Location: Seguin Township – 15 Humphrey Drive, Humphrey Community Centre

Position Overview

Under the leadership of the Director of Community Services, the Recreation Assistant will support recreation programs and special events. The Recreation Assistant will communicate and maintain working relationships with volunteers, user groups, staff and the general public.

Qualifications and skills:

- Experience with Microsoft Office Suite
- Effective time management
- Experience in customer service is an asset
- Strong written and oral communication skills

Why Work with Us

Guided by a key foundation of our [Strategic Plan: to 2026 & Beyond](#), Seguin Township has an ongoing commitment to “recruit, develop and retain a diverse and high-performing team, focusing on knowledge transfer and succession planning.” This has created a dynamic and innovative team and a positive workplace culture. Seguin Township offers:

About Seguin Township

Seguin Township, located in the District of Parry Sound, boasts breathtaking natural landscapes, including rugged trail systems, expansive shorelines and 186 lakes. As one of the fastest-growing small municipalities in Ontario, Seguin Township is committed to innovation and responsible growth that protects the natural environment.

How to Apply

Please email your resume to careers@seguin.ca.

Seguin Township welcomes and encourages candidates from First Nations, Métis and Inuit, racialized and LGBTQ2S+ communities, women, and people with disabilities. Seguin Township is committed to providing accommodation for people with disabilities. Upon request by the applicant, accommodation will be provided in all parts of the hiring process. Personal information will be used to determine eligibility and candidate selection and is pursuant to the Municipal Freedom of Information and Protection of Privacy Act.



Recreation Assistant

Department: Community Services
Reports To: Director of Community Services
Location: Humphrey Community Centre, 15 Humphrey Drive
Salary Category:
Review Date: September 2026

The Township of Seguin expects all employees to work in an environmentally friendly way in all the tasks that they do; to work in a manner that is safe for themselves and others and to be aware of their health & safety obligations; to continually look for opportunities to improve their job that will result in excellence in municipal government; and to recognize the uniqueness of the individuals they come into contact with and to treat them with dignity and respect.

Position Summary:

Assist with the seamless operations within the Community Services department.

RESPONSIBILITIES:

Customer Service:

1. Greets visitors, communicates information, receives community inquiries and feedback regarding parks & recreation and communication initiatives.
2. Ensures efficient scheduling, promotion and booking of facilities, enhancing community access and utilization.
3. Provides facility rental availability and assists with booking procedures.
4. Collects a variety of payments and issues receipts.

Administration:

5. Assists the Director of Community Services by providing the data and research supporting facility usage and key performance indicator reports.
6. Assists with the Community Services work order system.
7. Maintains a variety of databases, compiles reports as required.

Facility and Ice Rentals:

8. Manages bookings for all facilities, including ice rentals, community halls and parks.
9. Assist with facility key system.
10. Updates and manages online registration and booking software program.

Recreation and Cultural Programming:

11. Assist in planning and executing parks and recreation programs, events and activities.
12. Coordinate logistics and communications for community events.
13. Ensure that programs and services are thoroughly and effectively promoted to the community in a timely basis using a variety of methods.
14. Assists with all corporate activities and events.

Other:

15. Complies with Seguin Township policies and procedures.
16. Performs other related tasks as assigned by management.

Working Conditions:

Office based with periodic on-site visits to facilities within Seguin Township.

Availability to work flexible hours, including evenings or weekends, during events, or peak booking times.