



is currently accepting applications for the position of
Community Programs Booking Representative
(Part-time)

The Township of Guelph/Eramosa is located at the south end of Wellington County and is a vibrant rural and small urban municipality that includes the settlement areas of Rockwood, Eden Mills, Everton, Marden, Ariss and Cross Creek.

Reporting to the Community Programs Manager, the Community Programs Booking Representative acts as a first point of contact for facility queries and rentals. The position will provide information, respond to customer questions and complaints regarding recreation facilities, parks rentals, facility rentals, current events, and recreation programs. In addition, this position will be responsible for providing administrative support to the Parks and Recreation Department, including general administrative responsibilities for cemeteries.

The successful candidate will have:

- Two to three years progressive experience in a relevant setting.
- Experience processing facility bookings preferred.
- Previous municipal parks and recreation experience would be an asset.
- Knowledge of Recreation Management Software System is preferred (Xplor Recreation).
- Ability to multi-task under pressure, deal with interruptions and work effectively with the public.
- Experience with event management and working with diverse community groups including seniors, youth, and special needs individuals.
- Superior customer service skills. Ability to collaborate with volunteers and internal and external contacts.
- Computer proficiency in MS Office (Word, Excel, Outlook).
- Thorough knowledge of applicable legislation.
- Current standard level First Aid, CPR.
- Class "G" driver's license in good standing.
- Vulnerable police reference check will be required upon hire.

The rate of pay for this position is \$29.51 to \$34.72 per hour, the Township also offers participation in pension plan.

How to Apply:

Send your cover letter and resume (in pdf format) by email to humanresources@get.on.ca Please **indicate the position you are applying for in the subject line of your email.**

A complete job description can be found on our web site at www.get.on.ca

**Applicants are invited to submit a cover letter and resume
no later than 4:00 p.m. on April 26, 2024**

We thank all applicants and only candidates selected for an interview will be contacted.

The Township of Guelph/Eramosa is an equal opportunity employer, committed to diversity and inclusivity in employment and committed to a barrier-free workplace. Accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance.

Personal information collected through the recruitment process will be used solely to determine eligibility for employment and handled in accordance with the Municipal Freedom of Information and Protection of Privacy Act.