



Recreation and Culture Program Coordinator Intern (12-month contract)



The Township of Perry is currently seeking applications for the position of Recreation and Culture Program Coordinator Intern.

The Recreation and Culture Program Coordinator Intern will be responsible for assisting with planning, coordinating, and delivering a variety of recreation, cultural, and community programs that enhance the health, wellbeing, and quality of life of residents. The position works collaboratively with community groups, volunteers, municipal departments, and partner organizations to develop accessible and inclusive programming for all ages. The Recreation & Culture Program Coordinator Intern supports the effective use of municipal recreation facilities and resources, assists with community events and initiatives, and will assist in seeking opportunities for partnerships and external funding to expand and sustain recreation services within the municipality.

Activities will include developing and maintaining recreation programs, partnerships programs. This position will assist with specific tasks relating to Municipal Community Events/ Projects and will assist on the day of the events.

Qualifications:

- Recent graduate of a post-secondary education program, preferably in Recreation & Leisure, Outdoor Recreation and Management or Recreation and Sport. Other post-secondary education will also be considered or a combination of experience.
- Effective communication skills, both written and oral
- Ability to work a flexible work schedule as required
- Current Criminal Reference Check indicating a clear record with vulnerable sector
- Strong Computer capabilities in Microsoft Office
- Valid class G Driver's license with good driving record
- Youth program experience
- Excellent work and leadership skills
- Excellent Service attitude/customer focus
- Excellent communication skills, oral and written

A detailed job description and list of qualifications and skills may be obtained by visiting the Township's website at www.townshipofperry.ca or by contacting the Municipal Office.

Hours of Work: Regular hours of work are Monday to Friday 8:30 a.m. – 4:30 p.m. however there will be a requirement for flexibility as evening and weekend work will be required to accommodate meetings, programs and event supervision (40 hours per week, with one half hour paid lunch daily)

Wage: \$25.89 per hour plus vacation pay as legislated, in accordance with the Employment Standards Act

This opportunity is proudly supported by Northern Ontario Heritage Fund Corporation and is funded through the Workforce Development Program. Eligibility requirements of the program can be found here: <https://nohfc.ca/en/pages/programs/people-talent-program/workforce-development-stream>

Eligibility Requirements:

- be unemployed or underemployed
- be at least 18 years of age
- be legally eligible to work in Canada
- have not been previously employed under a grant funded internship
- live in the Township of Perry or the Almaguin Highlands Community for the duration of the internship

The Township of Perry is an Ontario Municipal Employees Retirement System (OMERS) employer.

Qualified applicants are invited to submit a detailed resume and covering letter in one document, saved in PDF format, with clear confirmation that above eligibility requirements are met.

Deadline for submitting an application is Tuesday, August 4, 2026 at 12:00 pm

Please forward your cover letter with resume, including references to:

Kim Seguin, Treasurer
Box 70, 1695 Emsdale Road
Emsdale, ON P0A 1J0
Telephone: 705-636-5941
Fax: 705-636-5759

Email: kim.seguin@townshipofperry.ca

Please note that all offers of employment are conditional upon proof of education, a satisfactory driver's abstract and a criminal record check at the candidates cost. Offers of employment are also conditional upon confirmation from the funding agency the incumbent meets grant funding approval requirements.

We thank all applicants and advise that only those selected for an interview will be contacted. Personal information will be used to determine eligibility for potential employment and is pursuant to the Municipal Freedom of Information and Protection of Privacy Act.

The Township of Perry is an Equal Opportunity Employer in accordance with the Accessibility for Ontarians with Disabilities Act, 2005 (AODA) and the Human Rights Code. The Township will provide accommodations throughout the recruitment, selection and/or the assessment process to applicants with disabilities.

POSITION DESCRIPTION

<u>JOB TITLE:</u> Recreation & Culture Coordinator Intern	<u>REVISION DATE:</u> March 2026
<u>REPORTS TO:</u> Treasurer	<u>STATUS:</u> Full-time – 1-year contract
<u>DEPARTMENT:</u> Recreation & Administration	<u>TYPE:</u> Hourly

PURPOSE OF POSITION:

The Recreation & Culture Program Coordinator Intern supports the planning, coordinating, and delivering a variety of recreation, cultural, and community programs that enhance the health, wellbeing, and quality of life of residents. The position works collaboratively with community groups, volunteers, municipal departments, and partner organizations to develop accessible and inclusive programming for all ages. The Recreation & Culture Program Coordinator Intern supports the effective use of municipal recreation facilities and resources, assists with community events and initiatives, and will assist in seeking opportunities for partnerships and external funding to expand and sustain recreation services within the municipality.

The intern also provides administrative support to the Recreation & Culture Committee by serving as recording secretary, including preparing agendas, attending meetings, recording and distributing minutes, and assisting with the coordination of committee-led initiatives and events.

This position provides practical, hands-on experience in municipal recreation programming, community engagement, and local government operations while supporting the delivery of inclusive and accessible programs for residents of all ages.

The position will work under the supervision of the Treasurer in fulfilling the duties of the position.

RESPONSIBILITIES AND DUTIES:

- Assist in the planning, coordination, and delivery of recreation, cultural, and community programs for residents of all ages, including children, youth, families, and seniors.
- Support the organization and implementation of municipal and community events, including event logistics, promotion, volunteer coordination, and on-site support.

- Work collaboratively with the municipal library to assist in planning, coordinating, and delivering library programs and activities for the community.
- Provide administrative support to the Recreation and Culture Committee by serving as recording secretary, including preparing meeting agendas, attending meetings, recording minutes, and distributing meeting documentation in accordance with municipal procedures.
- Assist with community outreach and promotion of recreation and cultural programs through social media, municipal communications, posters, and other marketing materials.
- Help recruit, coordinate, and support volunteers involved in recreation programs, events, and initiatives.
- Conduct research on recreation trends, program ideas, and best practices to support the development of new programs and services.
- Investigate and identify external funding opportunities, including grants and sponsorships, to assist in the delivery and expansion of recreation and cultural programming.
- Assist with tracking program participation, gathering feedback, and evaluating program success to support continuous improvement.
- Maintain accurate records, program documentation, and reports related to recreation and cultural activities.
- Support collaboration with community organizations, local businesses, and regional partners to enhance recreation and cultural opportunities within the municipality.

POSITION SPECIFICATIONS:

Qualifications

- Recent graduate of a post-secondary education program, preferably in Recreation & Leisure, Outdoor Recreation and Management or Recreation and Sport. Other post-secondary education will also be considered or a combination of experience.
- Demonstrated interest in community recreation, cultural programming, and municipal services.

- Experience with event planning, volunteer coordination, or community programming is considered an asset.
- Strong computer skills, including proficiency in Microsoft Office (Word, Excel, Outlook) and familiarity with social media platforms and digital communications tools.
- Valid Ontario Class G Driver's Licence and access to reliable transportation may be required.
- First Aid and CPR certification is considered an asset.
- Ability to obtain a clear Criminal Record Check, including a Vulnerable Sector Check.

Skills

- Strong organizational and time management skills with the ability to manage multiple tasks and deadlines.
- Excellent written and verbal communication skills.
- Ability to work independently and collaboratively as part of a team.
- Strong interpersonal skills with the ability to work effectively with residents, volunteers, community groups, and municipal staff.
- Creative thinking and problem-solving abilities related to program development and community engagement.
- Attention to detail in administrative tasks such as meeting documentation, record keeping, and reporting.
- Ability to use social media and marketing tools to promote community programs and events.
- Willingness to learn about municipal processes, policies, and community recreation programming.

Conditions of Employment

- Work is performed in a municipal office environment as well as community facilities, parks, libraries, and event locations.
- The position may require evening and occasional weekend work to support recreation programs, community events, and Recreation and Culture Committee meetings.

- The role involves frequent interaction with the public, volunteers, community organizations, and municipal staff.
- Some light physical activity may be required, including assisting with event setup and takedown, lifting light equipment, and working outdoors during community events.
- The intern will work under the supervision of the Treasurer and the CEO Librarian and will support the administrative functions of the Recreation and Culture Committee. Work involves mental and visual concentration with frequent interruptions.