



Employment Opportunity
Parks and Recreation Associate
Temporary Part-Time, up to 6-months
Public Works and Recreation Department
Job Rate: \$34.15 per hour (35 hours/ week)

Under the direction and supervision of the Manager of Parks and Recreation, this position will be responsible for customer inquiries, collecting money for recreation programs, and general administration duties at the Scugog Community Recreation Centre. Typically, tasks will be assigned at the beginning of each shift but will also occur on an as-needed basis.

Duties and Responsibilities include:

- Greet, assist and/or redirect visitors to the SCRC;
- Answer all incoming calls and redirect to the appropriate staff member;
- Assist with registrations for recreation programs and summer camps;
- Collect money for recreation programs;
- Department website review, update and maintain data supplied by authorized internal/external requestors;
- Other duties as assigned.

Required experience and education will include:

- Post-secondary diploma or degree in public administration, business/office administration, communication administration, sports and recreation administration or another related field
- Experience in administrative support in an office environment and/or municipal experience would be considered an asset
- Experience with the Accessibility of Ontarians with Disabilities (A.O.D.A.) Act would be considered an asset.

Skills and Competencies Required:

- Demonstrated computer proficiency skills including, but not limited to, Word, Excel, and Web
- Excellent verbal and written communication skills and the ability to communicate efficiently and effectively with the general public and staff

Please submit a covering letter and resume clearly outlining how you meet the qualifications of this position to Human Resources Department, no later than **4:30pm on April 15, 2026**. Replies should be addressed to Valerie Ratchford, Human Resources at resumes@scugog.ca. Should you require accommodation during the application process, please do not hesitate to email Valerie.

NOTE: 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 Scugog is an equal opportunity employer. In addition, accommodation will be provided in accordance with the Accessibility for Ontarians with Disabilities Act (AODA).