

## BIRTHDAY PARTY PACKAGE/ DROP-IN LEADERS

The Town of East Gwillimbury was recognized as a 2018 Employee Recommended Workplace by The Globe and Mail and Morneau Shepell. Employees enjoy a fully balanced lifestyle and have a high level of Total Health. Our municipal offices are easily accessible off of Highway 404 and a short 15 minute drive from Highway 400. Enjoy competitive wages, progressive extended health plan, employee assistance program, and active social and wellness committees. Convenient parking, outdoor seating areas, and easy access to trails allow you to enjoy the beauty of EG while at work.

The Town is the GTA's top growth municipality, located just north of Toronto in York Region. As one of Ontario's growth centres, East Gwillimbury's population is projected to reach 50,000 by 2025. By joining Team EG you will help shape our growing community.

Reporting to the Recreation Coordinator, Program Leaders are an integral part of the Recreation and Culture Division. We are currently looking for Leaders to supervise Birthday Party Packages and Drop-In programs.

### Responsibilities:

- Lead and supervise activities for children aged 5-12yrs old for Birthday Party Packages.
- Coordinate and supervise activities for children and families during Drop-in times.
- Communicating with participants and parents.
- Reporting any issues, concerns or areas of development to the Recreation Coordinator.
- Ensure all equipment is used in proper and safe manner.
- Responsible for the set-up and take down of any equipment or supplies used.
- Ensure equipment room is safely organized and clean.
- Take drop in payments and reconcile drop in numbers.
- *Provide exceptional customer service.*

### Qualifications:

- Excellent customer service skills.
- Experience working with children, preferably in a recreational setting.
- Previous experience planning and implementing program plans an asset.
- Vulnerable Sector Check is required.

Rate of Pay: \$13.15- 14.00/hr

If you're looking for an opportunity that will enable you to contribute to a growing and exclusive community, please apply and submit your resume and related information online at:

[ADP Workforce Now - Career Centre](#)

We thank all applicants for their interest, however, only those being considered for an interview will be contacted

The Town of East Gwillimbury is committed to diversity and inclusivity in employment and welcomes applications from qualified individuals of diverse backgrounds. In accordance with the [Accessibility for Ontarians with Disabilities Act, 2005](#) and the Ontario Human Rights Code, the Town of East Gwillimbury will provide accommodations throughout the recruitment, selection and/or assessment process to applicants with disabilities. If selected to participate in the recruitment, selection and/or assessment process, please inform the Town's Human Resources staff of the nature of any accommodation(s) that you may require in respect of any materials or processes used to ensure your equal participation. In accordance with the [Municipal Freedom of Information & Protection of Personal Privacy Act](#), personal information collected will only be used for candidate selection.

*"Our town, Our future"*

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