

The Town of East Gwillimbury is conveniently located along Highway 404 in northern York Region and has been identified as a premier center for growth within the GTA. We are proud of our award-winning focus on modernization, innovation, and creativity. Those joining Team EG will use that lens to help shape our growing community. As an Employee Recommended Workplace, employees enjoy a number of benefits including; competitive wages, employee assistance program, active social and wellness committees, access to outdoor seating areas and numerous trails which allow you to enjoy the beauty of EG while at work. Come join our team and see the EG difference!

The Community Parks, Recreation & Culture Department is seeking an enthusiastic, outgoing individual with excellent communication skills, both written and verbal, as well as initiative and professionalism. You like taking on new challenges as they arise, and you are interested in this opportunity to work as Office Support for Recreation. This position will consist of mainly evening and weekend shifts, and some morning shifts when needed.

Qualifications:

- Excellent interpersonal and organizational skills
- Working knowledge of Microsoft Office Suite and demonstrated comfort researching on the internet
- Cash handling experience preferred
- Experience dealing with difficult customers, demonstrating a tactful service attitude, and working toward satisfactory solutions
- Experience with Recreation Software system considered an asset

Hourly Rate: \$13.57- \$14.43

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

[ADP Workforce Now - Career Centre](#)

Please be advised that effective November 1, 2021, all staff (including full-time, part-time, seasonal, and contract) will be required to receive two doses of a Health Canada-approved COVID-19 vaccine. Staff who have not been vaccinated or do not disclose their vaccination status will be required to attend mandatory education on the benefits of vaccination. The expectation, however, is that all staff will need to conform with the policy unless they have a valid medical or human rights based exemption.

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.