

*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!*

Reporting to the Recreation Coordinator, Drop-In Program Leaders are an integral part of the Recreation and Culture Division. We are currently looking for staff to work during the Fall program session (September to December) during the daytime, evenings, and on weekends to oversee a variety of drop-in sports programs for children, youth, and adults.

**Responsibilities:**

- Oversee operation of designated drop-in program.
- Take drop in payments and reconcile drop in numbers.
- Communicating with participants and parents as necessary.
- 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.
- Provide exceptional customer service.
- Reporting any issues, concerns, or areas of development to the Recreation Coordinator.

**Qualifications:**

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

**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.