



THE TOWNSHIP OF CHAMPLAIN

Requires a

Temporary Recreation Coordinator (Maternity Leave replacement) (\$49,516 - \$65,542)

The Township of Champlain, with a population of 8,650, is located east of Ottawa and west of "La Ville de Montréal" and is within close proximity to major highways (401, 417 and 34). The Township of Champlain is currently seeking a qualified person to fulfill the position of **Temporary Recreation Coordinator (Maternity Leave Replacement)**.

Reporting to the Director of Parks and Recreation, this position is located at the Vankleek Hill Community Centre. The Recreation Coordinator performs managerial and administrative duties for the Parks and Recreation Department.

Qualified candidates will have a post-secondary education in Recreation or equivalent combination of education, training and/or experience; two (2) or more years' experience in an office and/or recreation environment; the ability to work in a team environment; excellent communication skills and must be fluently bilingual. Also requires sound working knowledge of office software. Experience in a municipal environment would be an asset.

Work is done in an office environment with some deadlines and frequent interruptions and will have regular contact with members of the public. Position is based on a 37.5 hour work week Monday to Friday.

Salary will commensurate with qualifications. A job description is available on our website at www.champlain.ca.

Qualified candidates are invited to submit a cover letter and resume in confidence **no later than 3:00 p.m. on Thursday October 3rd 2019**, quoting **"Temporary Recreation Coordinator"** to:

*Lisa Burroughs, Director of Parks and Recreation
Township of Champlain
948 Pleasant Corner Road East
Vankleek Hill, Ontario K0B 1R0
Tel: 613-678-3003 ext. 236
E-mail: lisa.burroughs@champlain.ca*

We thank all applicants for their interest. However, only those being considered for an interview will be contacted. In accordance with the Municipal Freedom of Information and Protection of Privacy Act, personal information is collected under the authority of the Municipal Act, and will only be used for candidate selection. The Township of Champlain is an equal opportunity employer. Accommodation will be provided in accordance with the Ontario Human Rights Code.