



**Position Synopsis and Purpose**  
(A position overview and how it connects to the big picture)

The part time Events Planner works closely with stakeholders to support community events the various committee members, community organizations and volunteers and other stakeholders in fulfilling the organization’s mission, delivering programming, and achieving sustainable growth. The Events Planner will be expected to oversee relationships with volunteers, sponsors, and vendors for effectively administering and implementing various community programs and events, including related initiatives while promoting access and equitable processes for residents.

The part time Events Planner is responsible to increase awareness and encourage community participation in programs and events at the recreational facilities and other community venues through an effective community outreach campaign, in coordination with the Communication Specialist.

The part time Events Planner is responsible for creating, developing, coordinating, delivering and supervising comprehensive recreation, culture and wellness special events and festivals. This position collaborates with all stakeholders, internal and external to ensure the delivery of exceptional events and festivals that enrich the community and align with Council’s strategic plan.



**Major Responsibilities**  
(What this position does and how they allocate their time)

Description	Approx. Time Spent (%)
<p><b>Administration</b></p> <ul style="list-style-type: none"> <li>• Provides functional guidance and direction, motivates and trains assigned event staff, ensuring effective teamwork, high standards of work quality and organizational performance, continuous learning and encourages innovation in others.</li> <li>• Supports the Coordinator of Recreation Services in effectively planning and delivery of recreation services and manage events operations special events and projects.</li> <li>• Provides assistance in establishing service priorities, develops and implements service standards, fiscal management strategies and effective operational plans, works collaboratively within the</li> </ul>	<p>40%</p>

Description	Approx. Time Spent (%)
<p>Recreation Division and other Divisions to ensure the delivery of quality service to efficiently and effectively meet customer service needs and requirements and achieve the goals of the Township.</p> <ul style="list-style-type: none"> <li>• Coordinate intake and assessment of requirements for indoor and outdoor special events. Liaise with various internal stakeholders to support event execution and ensure coordinated approach to customer service</li> <li>• Assesses current practices and make recommendations to improve operational efficiencies, develop improved/enhanced event delivery and new events in response to community input</li> <li>• Develops reports for the-Coordinator of Recreation Services as requested.</li> <li>• Enforce Township policies and procedures for staff, instructors, volunteers and contracted facility renters for events</li> <li>• Prepare SOP applications including all necessary documentation, notices &amp; diagrams</li> <li>• Investigate and ensure all logistical needs are ordered or in place for events</li> <li>• Provides project management support and leadership within the Division as a member of self-directed work team internally and externally including issues management</li> <li>• Cultivates effective working relationships, represents the division and consults with internal and external stakeholders, other divisions and members of the public on community and project committees, programs, services.</li> <li>• Follows the principles and best practices in the planning and delivery of programs and special community events.</li> <li>• Ensures the quality of work and service meets corporate and divisional standards and employees are trained to perform work in compliance with all legislative regulations that apply, such as Accessibility for Ontarians with Disabilities Act (AODA), Workplace Hazardous Materials Information System (WHMIS), Fire Code, Electrical Code and the Occupational Health and Safety Act (OHSA), etc.</li> <li>• Represents the Division by providing leadership and technical expertise on projects and engages community groups to further the Recreation Service Plan and the community events plan; apply equity lens from a community perspective ensuring the diverse needs of the community are represented.</li> <li>• Assist with development of new and current special events as required.</li> <li>• Promote and increase awareness of current recreation programs and community events and enhances public participation through various media sources, in coordination with the Communications Specialist.</li> <li>• Provide customer service on the phone, in person, via email and via mail related to Recreation Services' programs and events and other related matters.</li> </ul>	

Description	Approx. Time Spent (%)
<p><b>Programs/Service Delivery</b></p> <ul style="list-style-type: none"> <li>• In collaboration with the Coordinator of Recreation Services, develops, reviews and implements detailed plans and recommends policies/procedures and guidelines regarding event specific requirements to ensure compliance with Council, corporate and divisional directives.</li> <li>• Prepare reports at the end of the event outlining the specifics and evaluating the methods/areas of improvement</li> <li>• Develops and manages annual event plan for the Township to ensure that: Township event calendar is coordinated to maximize value to community without being overwhelming</li> <li>• The Township website is kept up-to-date by communicating with the webmaster, in coordination with the Customer Service Associate and Communication Specialist.</li> <li>• Event dates are publicized to the community as early as possible to avoid schedule conflict with other events</li> <li>• Annual event plan covers recurring Township events, programs, and organizational gatherings, including but not limited to: <ul style="list-style-type: none"> <li>• Music, Market, and Park It</li> <li>• Santa Claus Parade</li> </ul> </li> </ul>	40%
<p><b>Financial Management</b></p> <ul style="list-style-type: none"> <li>• Grant Applications</li> <li>• Manage event budgets in consultation with Coordinator of Recreation Services</li> <li>• Assist with receiving payments for program registration and/or services, processing cash receipts and prepare bank deposits, and prepare program financial statements and reports of related revenues and expenses consistent with Finance Department guidance, as needed.</li> <li>• Solicits, secures, and grows sponsorship relationships for each event.</li> <li>• Monitors expenses with respect to budget and recommend areas for cost-savings</li> <li>• Reviews actual revenues, expenses and budget frequently with Finance, Director and Coordinator of Recreation Services</li> <li>• Establish, monitor and evaluate budgets for special events, including the administration with respect to finance functions</li> <li>• Liaise all committees related to special events</li> </ul>	10%
<p><b>Human Resource Management/Organizational Effectiveness</b></p> <ul style="list-style-type: none"> <li>• Provides functional guidance and direction to event delivery staff and ensure service delivery and quality customer service</li> </ul>	10%

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<ul style="list-style-type: none"> <li>• Assists in recruitment of staff and volunteers and gives direction to any volunteer personnel assigned to the recreation area to ensure quality event delivery.</li> <li>• Responsible for the day to day operations of all assigned staff including the scheduling, assigning and reviewing of work.</li> <li>• Acts as a Supervisor under the definitions of the Occupational Health and Safety Act.</li> <li>• Monitors, evaluates and maintains records concerning staff performance.</li> <li>• Oversee coordination of all stakeholders, including other Township departments, community groups and volunteers in the delivery of events</li> <li>• Assist in the recruiting and training of volunteers</li> <li>• Performs other related duties as assigned.</li> </ul>	

\*Note: All activities are expected to be performed in a safe manner, in accordance with the Occupational Health and Safety Act and its Regulations, along with Corporate Safety policies, procedures and programs. In addition, all necessary personal protective equipment must be used and maintained in good condition.



### Required Training

(Description of training required in order to perform the major responsibilities)

\*Attends training, workshops and seminars where appropriate and as required

- First Aid & CPR
- Smart Serve Certificate
- Safe Food Handling Certificate
- Ontario Market Manager's Certificate



### Minimum Qualifications

(Absolutely cannot do without)

#### Education (degree/diploma/certifications)

- Post secondary degree or diploma in the area of Tourism, Hospitality, Business or Recreation and Leisure/Physical Education

#### Experience

- One to three year's experience in Event Planning and Management or related field

- preferred
- One to three year's experience developing and delivering recreational services and community events in a municipal setting preferred
- One to three year's-experience in staff/volunteer supervision

### **Knowledge/Skill/Ability**

- Well demonstrated understanding of community events development and delivery within a diverse community
- Knowledge of current recreation programming trends
- Knowledge of Municipal service delivery process
- Good working knowledge of Microsoft Office Suite, Windows, Internet Explorer and all Social Media platforms
- Well developed communication skills and ability to appropriately deal with a number of different target populations
- Proficiency in gathering information, setting priorities and providing direction and sound judgement with respect to recreation related matters
- Strong organizational skills, the ability to manage changing priorities and work constructively with multiple stakeholders
- Exceptional customer service focus
- Valid G class driver's license
- Level C CPR, First Aid Certification (or willing to obtain within the first 3 months of start date)



### **Preferred Qualifications (The Ideal Candidate)**

### **Education (degree/diploma/certifications)**

- Certification in Event Planning and Management or related discipline

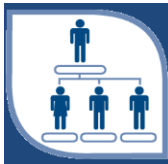
### **Experience**

- Three to five years' experience in Event Planning and Management or related field preferred
- Three to five years' experience developing and delivering recreational services and community events in a municipal setting preferred
- Three to five years' experience in staff/volunteer supervision
- Experience delivering multi-tiered community events

### **Knowledge/Skill/Ability**

- Advanced skills in community outreach and engagement
- Keen ability to build relationship with stakeholders, vendors and contractors to ensure excellent community event experiences for visitors
- Strong knowledge and ability in recreation program design, development, implementation and evaluation
- Experience with and understanding of effective advertising and promotional techniques
- Knowledge of Municipal service delivery process
- Advanced working knowledge of Microsoft Office Suite, Windows, Internet Explorer

- and all Social Media platforms
- Exceptionally developed communication skills and ability to appropriately deal with a number of different target populations

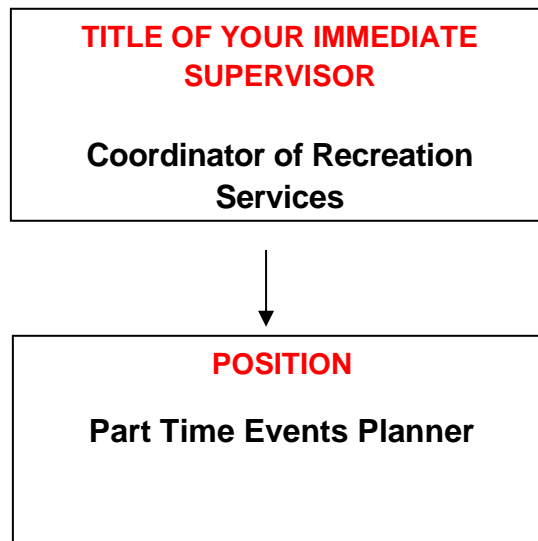


### Position Classification (Where this position fits)

<b>Position Title:</b> Part Time Events Planner	<b>Division:</b> Recreation
<b>Department:</b> Public Works & Recreation	<b>Band:</b> 6
<b>Work Location:</b> West Lincoln Community Centre	<b>Reports to (Direct):</b> Coordinator of Recreation Services
<b>Position(s) Supervised Directly:</b> Volunteers	<b>Position(s) Supervised Indirectly:</b> N/A
<b>Effective Date:</b> April 1, 2024	<b>Revision Date:</b>
<b>Salary Range:</b> Refer to Band 6 of Non Union Salary Grid	<b>Hours per Week:</b> 17.5 hours – may vary per week

### Organizational Chart

List the reporting relationship of this position to others within the immediate department.



**Finalized: July 2024**