

**Town of Caledon**

***make a difference***



**Job Title: Student, Events**

**Closing Date: March 3, 2025, 12pm**

Town of Caledon is a dynamic municipality that successfully balances urban, rural, and agricultural communities. Our energetic staff are guided by our core values that create an environment for continuous improvement and customer service excellence. Come see how you can ***make a difference!***

### **Why Work a Summer with the Town?**

- Apply learned knowledge and skills in a real-world setting
- Gain valuable field experience in your area of study
- Learn about municipal government structure and processes
- Earn competitive wages, and work full-time hours

### **The Opportunity**

Reporting directly to Events Coordinator, Recreation and Culture, the Student, Events works with internal staff across multiple divisions, as well as external events and community stakeholders to collaboratively organize and implement elements of Town of Caledon Events. As the Student, Events, you will perform the following duties, including but not limited to:

- Community engagement and ambassadorship at events: serving as a representative of the Town at Town led and community events, problem solving on-site, directing participants, assisting with event setup and take down, fielding visitor and participant questions, promoting existing town programs and future events. Example events: Caledon Day, Caledon Council Community Golf Tournament, Movie Nights in the Park, Music in the Park, the Caledon Creative Arts Festival, Bike the Creek 2025.
- Assist in the coordination and execution of vendors at Caledon Day, including communicating with vendors for payment and paperwork requirements, collecting Certificates of Insurance, and assisting with vendor location assignments on the master site plan.
- Assist in the coordination and execution of the fourth-annual Caledon Creative Arts Festival in collaboration with the Caledon Public Library's Artful Caledon program. This will include communication with vendors, artists and entertainers, and internal town staff in our Community and Human Services, Operations, and Community Facilities departments.
- Assist in the coordination and planning for the annual Culture Days event series.



6311 Old Church Road  
Caledon, ON L7C 1J6  
[www.caledon.ca](http://www.caledon.ca)

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- Support the Events Coordinator, Recreation and Culture in office administration tasks, designing and researching content for signage, digital and print promotional materials, and website.
- Capture photos and video on-location at events for use in social media posts, stories, and reels.
- Assist with the development of internal documents and tools.
- Assist with designing and executing Recreation and Culture marketing, promotions, and activations at events and in strategic high-traffic locations.
- Perform additional duties and undertake special projects as assigned.

## The Ideal Candidate

We are seeking two passionate students working towards a diploma and are returning to school in Fall of 2025.

The ideal candidates will have demonstrated experience in events management. We are seeking individuals with superior customer service skills, a demonstrated ability to provide customer service excellence that reflects Caledon's quality standards: accurate, courteous, responsive, and easy to navigate.

The Student, Events must be available to work onsite at Caledon Day on Saturday, June 14, 2025, and the week leading up to Caledon Day from June 9 to June 13. The Student, Events must be available to work onsite at Music in The Park every Thursday evening in July and August. Additional event dates for onsite support on evenings or weekends will be communicated to the Student, Events.

This position offers an hourly range of \$20.33.

*Satisfactory proof of schooling or return to school, may be requested.*

*The Town is committed to diversity and inclusivity in employment and welcomes applications from qualified individuals of diverse backgrounds. The Town is an equal opportunity employer that is committed to an inclusive and barrier-free workplace. If your application requires accommodation, please contact People Services at (905) 584-2272 Ext. 4738.*

*Applications for this posting will be accepted until **March 3, 2025, 12:00PM EST.***

## How To Apply

To learn more about employment with the Town of Caledon and to apply for this exciting and challenging opportunity, visit: [www.caledon.ca/careers](http://www.caledon.ca/careers)

If needed and upon request, this document can be made available in an alternative format.



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