



People and Safety Coordinator

Township of Oro-Medonte

About the Township

Nestled along the trails, shoreline and beautiful hills of Simcoe County, the growing municipality of the Township of Oro-Medonte offers a unique experience to work, live and play. Built on the care for our land and community, the Township leads with a people first mindset, seeking opportunities to continually improve our commitment to deliver exceptional public services, improve our ways of working, and support our team's development.

About the Role

Reporting to the Director, People and Culture, the People and Safety Coordinator will coordinate various people programs and lead safety, wellness, inclusion, and engagement programs.

Highlights of key responsibilities include:

- Lead the research and development of internal Community of Belonging program as well as the development of the Wellness program, including project plans and program implementation;
- Coordinate the full recruitment process, including job postings, resume screening, interviews, background checks, and employment offers;
- Facilitate the Joint Health and Safety Committee's activities such as meetings, training and inspections, with the Co-Chairs;
- Conduct an annual safety program audit, develop new processes, policies and conduct internal training on updates and new requirements;
- Coordinate with department managers to verify all required safety standard operating procedures, track and ensure certifications are renewed in a timely manner;
- Work with the Director of People and Culture to conduct annual corporate safety training needs assessment to develop and research health and safety education and training plan resources.
- Work in compliance with the Occupational Health and Safety Act, WHMIS, applicable legislation, regulations, statutes, and departmental policies, procedures, practices and operational guidelines, and perform safe work practices.

Please refer to the People and Safety Coordinator job description for further information.

What You Bring

The ideal candidate possesses strong knowledge of health and safety, employment and labour relations legislation, standards, and best practices with a minimum of three (3) years of related experience within a full-service industry, municipal or public sector is a strong asset. Additionally, the successful candidate will have a degree or diploma in Human Resources, Labour Relations, Health and Safety or a related discipline and hold or willing to obtain a Certified Human Resources (CHRP/CHRL) and/or Canadian Registered Safety Professional (CRSP) designations.

You have experience in project management focused on health and safety and training programs, as well as strong and clear oral communication in training facilitation, providing direction and enabling effective language to foster an inclusive and safe environment.

A satisfactory Driver's Abstract and Criminal Background Check are required for this role.

What We Offer

This non-union bargaining exempt position offers a salary commensurate with experience and education (2026 annual salary range of \$77,112 - \$93,730). The Township of Oro-Medonte values work-life balance, employee well-being, and professional growth. In this role, you will enjoy a flexible work environment, comprehensive employer paid health coverage, contributory OMERS pension plan, engagement events, and learning and professional development opportunities.

The Township of Oro-Medonte is an equal opportunity employer and is committed to fostering a workplace culture rooted in equity, inclusion, and respect.

Application Deadline

If you are interested in joining our team of dedicated municipal professionals, we encourage you to submit your application through our Township's website via the link below by **4:30 p.m. on August 17, 2026**.

[Apply Now!](#)

The Township of Oro-Medonte is committed to an inclusive, barrier free environment. Accommodation will be provided in all steps of the hiring process. Please advise the Township of Oro-Medonte's People and Culture Department if you require any accommodation to ensure that you can participate fully and equally during the recruitment and selection process. We thank all applicants; however, only those considered for an interview will be contacted. Personal information is collected pursuant to The Municipal Freedom of Information and Protection of Privacy Act and will be used for the purpose of the candidate selection. Questions about this collection should be directed to the People and Culture Department.