

WE ARE NOW ACCEPTING APPLICATIONS FOR:

Program Assistant – Temporary

June 7 – September 3, 2021

Parks and Recreation Services

Do you enjoy organizing and promoting public events that foster civic pride, environmental responsibility, and community involvement? The City of Brandon is searching for an individual with great organizational and interpersonal skills to work within our Recreation department on various community programs. The successful candidate works with volunteers of various ages in various capacities of community development. We are looking for an individual who is creative, energetic, and enthusiastic, with good communication skills. The incumbent will be required to engage and motivate volunteers, particularly within the Brandon in Bloom program and Music in the Parks program. The scope of the position will require a combination of days, evening and weekend shifts.

POSITION DUTIES & RESPONSIBILITIES

- Organize and promote Parks and Recreation Services volunteer based programming with a special focus on gardening, and music programs;
- Create promotional material such as posters, invitations etc;
- Liaise with other City departments to carry out Parks and Recreation Services programs;
- Assist with promoting and organizing other volunteer programs and opportunities throughout the community;
- Assist with developing and implementing effective strategies to recruit and develop volunteers for the Brandon in Bloom and other City of Brandon events and programs;
- Participate in team meetings to discuss programming ideas and coordinate ideas;
- Liaise with the necessary government offices to work within any applicable regulations;
- Take registrations as required at events;
- Keep track of number of attendees for each event if applicable;
- Write final reports as required;
- Assist in planning the Communities in Bloom competition;
- Promote and track all Recreation volunteer programs and opportunities throughout the community;
- Support all Recreation Department volunteers in the Brandon in Bloom program and music and cultural activities. ;
- Assist with various events or programs as required;
- Develop and maintain a photo/video library in relation to volunteers, projects, programs and events;
- Willingness to work as part of a team or independently, in all weather conditions;
- Perform other duties as assigned or required.

MANDATORY QUALIFICATIONS & EXPERIENCE

- Demonstrated interest and knowledge in community collaboration;
- Demonstrated ability to positively communicate and interact with people of all ages and cultures;
- Able to work days, evenings and weekends as needed;
- Must possess and hold a valid driver's licence and have access to a reliable vehicle;
- Successful completion of a Criminal Reference Check and Child Abuse Registry Check including Vulnerable Sector Verification.

PREFERRED QUALIFICATIONS & EXPERIENCE

- Demonstrated interest and knowledge in the production of music and/or gardening activities;
 - Must be energetic and enthusiastic;
 - Excellent public relations skills;
 - Strong organizational and problem solving skills;
 - Detail oriented, with considerable attention to order and cleanliness throughout the gardens;
 - Marketing and social media skills an asset;
 - Ability to work within a defined budget.
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Competition # 210054

Applications will be accepted until **11:59 p.m. on June 1, 2021.**

Please apply with a resume and cover letter on-line at:
<http://jobbank.brandon.ca/>

Posting Date: May 19, 2021

This opportunity is open to all applicants, however first consideration will be given to current City of Brandon CUPE employees.

Rate of Pay: \$16.70 – \$18.01 (2018 rates)

Position Conditions: This temporary position of 24 - 40 hours per week will include a variety of days, evenings and weekends and will be offered in accordance with conditions identified in the Collective Agreement between the City of Brandon and CUPE Local 69.

If you are interested in finding out more about the City of Brandon job opportunities as soon as they are posted, please follow us on Facebook or Twitter!

The City of Brandon is committed to an inclusive, barrier free environment and will accommodate the needs of applicants under the Accessibility for Manitobans Act (AMA) throughout all stages of the recruitment and selection process. We thank all applicants for their interest; only those advancing in the competition will be contacted. If contacted to participate in the process, please advise if you require an accommodation.

Serving and Building Community.

