



# Events & Park Programs Leader

**Position Code:** 307

**Department:** Parks, Recreation and Culture

**Division:** Culture and Events

**Reports To:** Manager, Culture & Events

**Direct Reports:** None

**Pay Band:** 4

**Effective:** February 2023

**Revised:** February 2025

**Status:** Seasonal Full-Time  
Non-union

**Indirect Reports:** None

## Position Summary

Reporting to the Manager, Culture & Events, the Events & Park Programs Leader will assist in the planning, organizing and implementation of summer special events and park programs including the mobile park program and community garden initiatives. Responsibilities will include working closely with the special events team to ensure events run smoothly and safely. Additional responsibilities will include the delivery of a free, drop-in neighbourhood park program as well as assisting in the care and maintenance of Town community gardens. The main responsibilities of this position are in the areas of special events and program delivery.

## Duties and Responsibilities

1. **Special Events & Program Delivery (90%):**
  - (a) Responsible for the safety and well-being of park program participants and special events attendees. This includes administration of first aid and completing a first aid/unusual occurrence related report.
  - (b) Facilitate open, free play activities in neighbourhood/community parks and as part of special events.
  - (c) Facilitate on-site educational opportunities at community gardens.
  - (d) Support community organizational leads and volunteers with managing day-to-day gardening activities including harvesting and food distribution.
  - (e) Ensure programming is adapted to participant needs with regards to accessibility, culture, safety, hygiene, weather, breaks, etc.
  - (f) Assist with special event planning, event logistics and implementations as well as updating and collaborating on event plans

# Position Description

## Events & Park Programs Leader

### 2. Assist in Program Development (10%):

- (a) Work with other PRC staff to plan and implement all park, garden and special event activities.
- (b) Participate in the development of special events or program activities as requested.
- (c) Attend all staff meetings and training sessions as scheduled.
- (d) Deliver, collect and compile data to support event or program evaluation.

Work in compliance with the Highway Traffic Act, Occupational Health and Safety Act, WHIMIS, applicable legislation, regulations, statues and departmental policies/procedures/practices and operational guidelines. Ensure that all necessary personal protective equipment are used and are maintained in good condition.

Perform other related duties, as assigned, that are in accordance with job responsibilities and/or necessary department or corporate objectives.

### Knowledge, Skills and Experience

- 1. Enrolled in a post-secondary institution with studies primarily related to recreation, events planning/management, health promotion, early childhood education, teaching, or a related discipline.
- 2. Customer service, research/communication experience, participation in leadership programs or related experience an asset.
- 3. Ability to participate in planning outdoor events, organize volunteers, and work independently or as a team member as required. Enthusiasm in program delivery and flexibility to adjust programming and schedules.
- 4. Ability to work with a wide variety of ages and demographic groups. Willingness to travel within the community as required and ability to work a flexible schedule, including evenings and weekends.
- 5. Good administrative, communication, interpersonal, organizations, time management and public relationship skills, together with the ability to use tact and discretion and to deal courteously and effectively with the public and fellow staff members.
- 6. Ability to multi-task, cope with interruptions and work under pressure to meet multiple deadlines, exercise discretion and judgement particularly when handling confidential/sensitive information. Possess initiative and integrity.
- 7. Thorough working knowledge of Microsoft Windows Office applications and office equipment.

# Position Description

## Events & Park Programs Leader

8. Possess Vulnerable Sector Check satisfactory to the Employer and a valid standard first aid and CPR/AED level “C” certificate (or willing to obtain).

### Physical Demands and Working Conditions

**Physical Effort:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical demands require no undue fatigue that involves sitting but may require standing or walking for periods of time. Light physical effort while performing program related duties or while in sitting position. (70%) Moderate physical effort including walking, climbing, standing and cleaning with some awkward positions for extended periods of time. (30%)

Normal hours of work will be thirty-five (35) hours per week. Shifts are usually seven (7) hours plus a one (1) hour unpaid meal break and scheduling may include days, evenings, weekends or holidays dependent upon the programming schedule. Flexibility in scheduling is necessary as there may be the occasional requirement to attend to functions outside of normal work hours, change shifts, or work additional hours as needed.

**Physical Environment:** Exposure to various temperatures, inclement weather including rain, mud and uneven terrain (80%). Limited exposure to conditions resulting in no discomfort (20%)

**Sensory Attention:** Requires the ability to communicate effectively including explaining processes, instructions and speaking before groups of people with periods of continual visual concentration. (90%) Considerable attention using more than one sense at a time while supervising program participants. (10%)

**Stress:** Limited mental stress, in normal situations with limited pressure where the seriousness of the outcome is limited. (75%) Some exposure to disgruntled children and/or parents or the public. (20%) Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with emergency situations. (5%)

### Contacts and Dimensions

Direct Reports:	0
Indirect Reports:	0
Total Employees Serviced:	0

# Position Description

## Events & Park Programs Leader

Other Working Relationships: Position communicates regularly with staff, program participants, parents, community groups/organizations, volunteers, and the public.

Budget: n/a

Salary Budget: n/a

### Review and Signatures

Employee Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Manager/HR Signature: \_\_\_\_\_ Date: \_\_\_\_\_