



TOWNSHIP OF LAURENTIAN VALLEY SUMMER STUDENT POSITION RECREATION COORDINATOR ASSISTANT

DESCRIPTION:

The Township of Laurentian Valley is hiring one (1) Student for 16 weeks starting May 4, 2026. The position is 35 hours per week (Monday to Friday) with occasional evening and weekend work.

DUTIES:

- Assist the Recreation Coordinator with the Community Gardens Program including promotions, socials, registrations, plot rentals and payments, and garden maintenance, site visits and acting as the Township main point of contact with community garden members;
- Support the Recreation Coordinator with the planning, administration and implementation of Township events and programs such as Junior Gardeners Competition, Stafford Party in the Park, Water and Dirt Festival, Geo-Gnoming Contest, Multicultural Festival, etc. Duties will include supporting event promotion, event coordination, attending the event to help with the event logistics, communicating with event stakeholders and sponsors, as well as assisting with post event media communications.
- Provide assistance to both the Recreation Coordinator and Community Development Officer with public inquiries concerning recreation, tourism and culture by responding to phone calls, emails and social media as well as in-person inquiries.
- Support the Community Development Officer with graphic designs, social media platforms and website promotions
- Support special recreation and community projects.
- Maintenance of Community Gardens and Parks including miscellaneous outdoor maintenance
- Parks and Recreation site visits;
- Interact with all Township Stakeholders including Council, municipal partners, sponsors, recreation volunteers, township staff and the general public in professional manner. Provide support on an as needed basis with recreation committees of council;
- Provide administrative support on an as needed basis to Township departments.

QUALIFICATIONS:

- Able to work independently.
- Physically capable of performing assigned duties.
- Digital marketing experience considered an asset.
- Experience in operating maintenance equipment such as grass trimmers, lawnmowers, etc. will be considered an asset.

WORKING CONDITIONS:

- Some evening and weekend work will be required.
- Periods of standing and/or moderate walking during events may be required.
- May be subject to inclement weather and/or weather extremes during outdoor events and recreation maintenance requirements.

OTHER:

- Valid Class G2 or G Driver's Licence is required.
- Must provide personal CSA approved safety boots/footwear.

ADDITIONAL INFORMATION:

Wage is \$17.97 /hour for 35 hours per week. To be eligible you must have been registered as a full-time student during the preceding academic year and intend to return to school on a full-time basis during the next academic year.

DEADLINE:

The deadline for submission of applications is Thursday, February 12, 2026, at 2:00pm.

CONTACT INFORMATION:

Students interested in this employment opportunity may submit a resume, including a cover letter citing "**RE: Recreation Coordinator Assistant**", to the attention of **Navada Sargent, Recreation Coordinator** either by email (in MSWord or pdf format only) at hr@lvtownship.ca or by personal delivery or mail to:

Navada Sargent
Recreation Coordinator
Township of Laurentian Valley
460 Witt Road
Pembroke, ON K8A 6W5

RE: RECREATION COORDINATOR ASSISTANT

Thank you for your interest.
Only applicants considered for an interview will be contacted.