

Town of Oromocto
Recreation and Tourism Department

EVENT COORDINATOR

FUNCTION: To assist the Program & Special Event Officer in the planning, organization, and evaluation of events, activities, and program offerings for the community.

RESPONSIBLE TO: Program & Special Event Officer

RESPONSIBILITIES:

1. Successfully complete a First Aid and CPR course as scheduled by Recreation Oromocto (unless previously qualified).
2. Purchase equipment, first aid supplies and other related materials.
3. Maintain a budget and prepare an end of summer report outlining activities undertaken. Maintain accurate financial records of all special events including revenue, expenses, logistical data, attendance levels and recommendations for future events.
4. Assist the Program & Special Event Officer with program offerings and special events. To plan and implement a variety of special events and activities (i.e. fitness activities, social events, educational workshops, etc.) that are essential to personal health and enhance quality of life.
5. Assist with the planning and offering of the 55+ Summer Club events & activities.
6. Complete “Frog Walk” training, and other similar courses, to lead educational nature sessions to small groups in the Gateway Trails.
7. Provide support to youth, adult, older adult & community events, and activities that may be offered by the Department or through partnerships with other organizations.
8. Assist with community events that include the older adult population such as the weekly Summer Concert Series.
9. Assist the Age-Friendly Community Committee in addressing issues facing the older adult population, as needed.
10. Perform any related duties as outlined by the Programs & Special Events Officer.

DESIRED EDUCATION AND SKILL REQUIREMENTS:

The candidate should be in their 2nd year of university with experience with program planning. A mature attitude, previous experience, and the ability to plan, implement, and evaluate are definite assets. The successful candidate should be able to work with minimum supervision, communicate well with staff and the public, and have excellent interpersonal skills.

Asset: 19 years of age as of 29 June 2023.

Current Driver's License and proof of full COVID vaccination required.

RATE OF PAY: \$15.00/ hour



Recreation & Tourism student casual positions require that the applicant be a full-time student in the 2022-23 school year and entering or currently enrolled in a post-secondary institution for Fall 2023, or as defined by a third-party employment funding program. Confirmation of enrolment will be required.

