

Community Liaison Worker

Employment Commitment:

- July 5 – August 27 (Full time for 8 weeks @ 35 hours/week)
- Dates are approximate and subject to change

Reports to: Recreation and Physical Activity Coordinator (as directed by MARA)

Basic Requirements:

- Must be between the ages of 15-30 years
- Leadership experience, experience running and/or organizing special events
- Computer skills, MS Suite
- Must be able to supply clean Child Abuse Registry, Vulnerable Sector, and Criminal Record Checks

Position Summary

<i>Core Competency</i>	<i>Position-Specific Task Descriptions</i>
Leadership	<ul style="list-style-type: none">• Assist with the planning, implementation, and evaluation of the Startup Mulgrave project• Assist with the planning, implementation, and evaluation of special events• Maintain records on event activities progress status and post event summary• Work with and give guidance to volunteers involved in event planning and execution• Develop and implement an equipment loan program• To adhere to policies outlined in the staff manual. Various other duties as directed by MARA
Safety & Risk Management	<ul style="list-style-type: none">• To ensure that the MMC is kept safe and free from hazards• Develop a Covid 19 operational plan for all events held at the MMC• Ensuring safety and risk management processes and policies are followed and applied• Supervise event participants during the course of all events
Program Management	<ul style="list-style-type: none">• Successful and professional planning, implementation, & oversight of Events• Organizing materials, cleaning up after activities, general logistics
Judgement	<ul style="list-style-type: none">• Show the capacity to assess situations and act appropriately• Make sound decisions based on the best interests of all parties involved
Teambuilding	<ul style="list-style-type: none">• Full and active participation in event activities, training sessions, and, staff meetings as required
Communications & Customer Service	<ul style="list-style-type: none">• Responsible for daily duties, such as greeting participants, leading activities, ensuring the safety and enjoyment of participants• Completion of daily reports as required• Reporting to MARA on a biweekly basis
Problem Solving	<ul style="list-style-type: none">• Effectively manage & resolve day-to-day issues as they arise

Deadline to apply is Monday, June 14th at 4:30pm. Please drop off a resume and cover letter to the Mulgrave Memorial Centre, 459 Murray between 8:30am-4:30pm or email to heather.brennan@townofmulgrave.ca