



## Culture and Recreation Programmer Intern (24-month contract)



### JOB POSTING ID 24E-05

The Corporation of the City of North Bay is currently seeking applications for the position of Culture and Recreation Programmer Intern.

Under the direction of the Community Development Coordinator, the Culture and Recreation Programmer will be responsible for assisting with planning, implementation and evaluation of Community Development initiatives to strengthen community groups whose activities provide a benefit to the City in keeping its citizens active and healthy. This will be done through direct and indirect provision/facilitation, and collaboration with local agencies. Activities will include developing and maintaining recreation programs, partnerships programs. This position will assist with specific tasks relating to Municipal Community Events/ Projects and will assist on the day of the events.

#### Qualifications:

- University Degree or College Diploma in Recreation, Physical/Health Education or related field
- 1 year related placement experience
- Ability to work effectively when unsupervised and direct personal performance to achieve assigned work and department goals
- Ability to work effectively with others to achieve optimal collective results
- Proactive service attitude/Customer Focus
- Knowledge and Understanding of the Ontario Health & Safety Act
- Effective communication skills, both written and oral
- Ability to work a flexible work schedule as required
- Current Criminal Reference Check indicating a clear record with vulnerable sector
- Strong Computer capabilities in Microsoft Office
- Glass G Driver's license with good driving record
- Youth program experience
- Alternative Dispute Resolution skills
- Excellent work and leadership skills
- Excellent Service attitude/customer focus
- Excellent communication skills, oral and written

**Hours of Work:** Regular hours of work are Monday to Friday 8:30 a.m. – 4:30 p.m. however there will be a requirement for flexibility as evening and weekend work will be required to accommodate meetings, programs and event supervision (35 hours per week, with one hour unpaid lunch daily)

**Salary:** \$52,373 per year plus vacation pay as legislated, in accordance with the Employment Standards Act

This opportunity is proudly supported by Northern Ontario Heritage Fund Corporation and is funded through the Workforce Development Program. Eligibility requirements of the program can be found here: <https://nohfc.ca/en/pages/programs/people-talent-program/workforce-development-stream>

#### Eligibility Requirements:

- be unemployed or underemployed
- be at least 18 years of age
- be legally eligible to work in Canada
- have not been previously employed under a grant funded internship
- live in North Bay, Ontario for the duration of the internship

The City of North Bay is an Ontario Municipal Employees Retirement System (OMERS) employer.

Qualified applicants are invited to submit a detailed resume and covering letter in one document, saved in PDF format, with clear confirmation that above eligibility requirements are met via email to: [staffing@northbay.ca](mailto:staffing@northbay.ca) Please identify the **Posting ID (24E-05)** in the subject line. This ad will be posted until the position is filled; applications will be considered upon receipt. While we appreciate the interest of all applicants, only those selected for an interview will be contacted.

Please note that all offers of employment are conditional upon proof of education, a satisfactory driver's abstract and a criminal record check at the candidates cost, to be arranged by the City of North Bay Human Resources Department only. Offers of employment are also conditional upon confirmation from the funding agency the incumbent meets grant funding approval requirements.

Applicant information is collected under the authority of the Municipal Freedom of Information and Privacy legislation and will be used strictly for the purpose of candidate selection. Accommodation will be provided in all parts of the hiring process as required under the City's Accessibility Policy. We encourage applicants to make their needs known to Human Resources in advance.