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## **Job Posting – Volunteer & Hospitality Coordinator (Stockey Centre)**

March 8, 2019

Located amidst the 30,000 islands of Georgian Bay and a 2.5 hour-drive north of Toronto, the Town of Parry Sound offers an exceptional quality of life. Join us as our Volunteer & Hospitality Coordinator at the Charles W. Stockey Centre for the Performing Arts in this new position.

### **Responsibilities**

This position is responsible for coordination of the hospitality function (bartending/concessions), and of volunteers to ensure optimal delivery of Stockey Centre programs and services.

A complete job description can be found on the Town of Parry Sound website:  
<http://www.parrysound.ca/en/inside-town-hall/employment-opportunities.asp>

### **Requirements**

The successful applicant must have smart serve training and demonstrated volunteer leadership experience. Preference will be given to candidates with certification in Volunteer Management Leadership.

### **Terms**

This is a permanent part-time job with a 2019 wage range of \$24.53 to \$31.74/hour and is subject to a six-month probationary period. The work schedule for this position varies, including evening and weekend shifts if and when required to attend events, with a total weekly work schedule of approximately 21 hours.

Interested candidates please e-mail cover letter and resume in one document under heading “**Volunteer Coord [your name]**” by **4 PM on Monday, March 25, 2019** to: Nicole Mullen Program & Events Manager, Town of Parry Sound at [nmullen@stockeycentre.com](mailto:nmullen@stockeycentre.com). Hard copy cover letters and resumes are not accepted.

*Personal information is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act and will be used for employment assessment purposes only.*

The Town of Parry Sound is committed to excellence, realized through strong and effective leadership, strategic and business planning, and a focus on its people and customers. The Town of Parry Sound is an equal opportunity employer that is committed to inclusive, barrier-free recruitment and selection processes. Accommodation will be provided in all parts of the hiring process as required under the Town of Parry Sound Recruitment Policy. If you require an accommodation, we will work with you to meet your needs.

We thank in advance all candidates for their interest in this position. We will contact those candidates selected for an interview after the closing date.