



## **JOB DESCRIPTION**

The Corporation of the City of Orillia has three contract positions of Community Liaison Assistant available in the Parks, Recreation and Culture Department. The contract period is from May 2019 to August 2019.

## **DUTIES**

- Welcome and assist guests.
- Lead guided tours.
- Clerical duties including filing, answering the telephone, photocopying, etc.
- Various special projects as required; including preparations for special events.
- Set up and tear down for private functions and special events.
- Supervise grounds/hall during private functions and special events.
- Maintenance; cleaning of the facilities and grounds.
- Gardening; watering of the gardens and weeding/dead heading of plants.
- Assisting in special projects.

## **QUALIFICATIONS**

- University Degree or College Diploma, or working towards a degree/diploma in Education, English, Arts and Culture, Museum Studies or History.
- Proficient with the use of Microsoft Office including Word, Excel, Email and the internet.
- Current Standard First Aid and CPR C an asset.
- Excellent communication skills.

A Criminal Record Check with Vulnerable Sector Check is required at the time of hire, at the candidate's expense.

Compensation for this position is \$14.00 per hour. Hours of work are between 30 - 40 hours per week. Interested applicants are invited to submit a resume in confidence in MS Word or PDF format by April 26, 2019 at noon to:

Lori Bolton, CHRL,  
Director of Human Resources,  
City of Orillia,  
50 Andrew Street South, Suite 300  
Orillia, ON L3V 7T5  
Fax: (705) 325-5904  
Email: [lbolton@orillia.ca](mailto:lbolton@orillia.ca)

Note: The City of Orillia is committed to an inclusive, barrier-free environment. Accommodation will be provided in all steps of the hiring process. Please advise the City of Orillia Human Resources Department if you require any accommodations to ensure you can participate fully and equally during the recruitment and selection process. We thank all applicants that apply and advise that only those to be interviewed will be contacted. In accordance with the Municipal Freedom of Information and Protection of Privacy Act, personal information is collected under the authority of the Municipal Act 2001, S.O. 2001, c. 25., and will be used for the purpose of candidate selection. Questions about this collection should be directed to the Freedom of Information Coordinator, City of Orillia, 50 Andrew St. S., Orillia ON L3V 7T5.