



Community Special Events Coordinator

Title: Community Events Coordinator (Summer Seasonal Position)

Reports to: Marla Sim, Director of Health, Fitness and Recreation

May 5 – August 22, 2025 Part Time Salary \$18.50, Hourly

Start Date: May 5, 2025

The YMCA of Pictou County Experience

The YMCA of Pictou County is a supportive and caring staff team who are thriving, growing, and are passionate about their work. The workplace team culture is inclusive, genuine, kind and nurturing, where team members are encouraged to learn and succeed individually and collectively. The environment is casual and comfortable yet friendly and professional. All team members are encouraged to have fun at work alongside the policies that guide our professionalism. At the YMCA of Pictou County, we know the value of being healthy and active, of bringing people together, and social and physical activity within a community.

Position Summary

Community Special Events Coordinator is responsible for organizing free and low-cost Community recreation events for Children, Youth & Families; lawn games at community events, kids' carnival, fun runs, beach activities, and kids camp special events organization. The role includes financial budgeting planning, donation management, event volunteer supervision, safety, planning, leading and implementing Community recreation events in May through August. The coordinator will liaison with local Community event supports like local festival organizers, new immigrant serving agencies, other local agencies serving children, government, police and sponsors. The coordinator is also responsible for the general safety, development and implementation of event set up and clean up. Along with peers the Events Coordinators will organize 5 major community events and over 60 child focused events throughout New Glasgow and Pictou County. The purpose of these summer positions is to lead and coordinate summer fun, active, social recreation activities for children and families that are free or low cost.

We Offer

- Individual YMCA Membership

Qualifications

- Knowledge in teaching or leadership **one or all of the following; Children's Programming, Running Events, Special Events, Recreation or Sports**
- Experience working with children and families in an outdoor recreational or community event setting.
- Event Coordination experience or lesson planning an asset.
- Organizational skills and the ability to manage multiple tasks.
- Community networking skills or related experience.
- Access to a reliable vehicle to travel to various community locations.
- First aid & CPR certification is a condition of employment
- Enrollment in Post-Secondary is an asset; Education, Recreation, Kinesiology, Community Development or related program.
- Superior interpersonal and communication skills are essential to establishing and maintaining harmonious working relationships.
- Demonstrated discretion and sound judgement in the handling of confidential information; this includes a high degree of integrity and trust.
- High level of initiative is needed to work independently and respond to unanticipated items.
- Strong communication, public speaking and presentation skills.

Note: Employees will be required to attend YMCA Child Protection Training. Successful candidates will be required to provide a current and satisfactory Criminal Record Check/Vulnerable Sector Check, Child Abuse Registry Check, and proof of valid First Aid and CPR training. Having these documents ready for the interview is recommended.

Apply Today: Please email your cover letter and resume in one document to Marla Sim at marla.sim@pcymca.ca by April 15, 2025. We look forward to hearing from you.

The YMCA of Pictou County is an equal opportunity employer that values inclusion and diversity.