

Job posting

Recreation Technician

Programming and events

One-year replacement

Nature of the job:

The Town is seeking a Recreation Technician to help organize and implement activities and events for its citizens. This position is an excellent opportunity to gain meaningful experience in a municipal setting and actively participate in the development of a dynamic community.

Ville de Baie-D'Urfé

The Town of Baie-D'Urfé offers a stimulating working environment. Located in a charming and peaceful setting on the shores of Lac Saint-Louis in the West Island of Montréal, this municipality has a population of 4,000 residents and has bilingual status. It is renowned for the excellence of its municipal services and the commitment of its employees.

Pourquoi vous joindre à la Ville de Baie-D'Urfé

- Contribute to projects that have a direct impact on the community
- Help organize activities and events that bring citizens together
- Work in a municipality known for the quality of its services
- Grow in a collaborative, people-oriented work environment
- Gain practical experience in a municipal setting

The Town of Baie-D'Urfé is committed to employment equity and encourages applications from all qualified individuals. We thank all applicants for their interest. Only those selected for an interview will be contacted.

Responsibilities:

- Conduct research, surveys, analysis and data collection to recommend activities and events to meet the needs of the citizens.
- Develop the calendar of activities and coordinate the planning and organization of cultural and recreational events.
- Collaborate with associations, organizations, and suppliers to implement activities
- Negotiate and coordinate services offered by stakeholders (facilitators, speakers, organizations, etc.).
- Develop partnerships with local associations to organize activities and events.
- Plan the use of facilities, identify equipment needs, and ensure that activities run smoothly.
- Monitor the budget for activities and ensure that allocated budgets are respected.
- Contribute to the promotion of activities by writing press releases, articles, and publications.
- Compile participation data and produce reports on activities and events.
- Participate in the organization of volunteer recognition events.
- Perform various administrative tasks related to the department's activities.
- Carry out any other related tasks required as part of the job.

Desired profile

The ideal candidate will be dynamic, creative, and able to work collaboratively with various partners.

Skills sought:

- Team spirit, versatility, autonomy, and resourcefulness
- Interpersonal skills and excellent customer service
- Organizational skills, priority management, and attention to detail
- Creativity and ability to propose activities tailored to the needs of the community
- Excellent command of French and English, both spoken and written
- Good knowledge of Microsoft Office and calendar management tools
- Knowledge of activity management software (an asset)

Requirements:

- College diploma (DEC) in recreation techniques or a relevant field
- Minimum of two (2) years of experience in a similar position (an asset)
- Valid driver's license
- CPR and first aid certification (an asset)
- Availability to work occasionally in the evenings and on weekends during events

Conditions et environnement de travail :

- Temporary position – one-year replacement
- 35-hour work week
- Annual salary: \$58,102
- Access to a simplified pension plan
- Collaborative work environment in a small municipality
- Opportunity to contribute to projects that have a tangible impact on the community

Are you interested in this position?

Submit your application to Chantal Guyon at

✉ cguyon@baie-durfe.qc.ca.



Baie-D'Urfé