



The Corporation of the Township of Ignace  
34 Hwy 17W., PO Box 248, Ignace, ON  
POT 1T0

## INTERNAL/EXTERNAL JOB POSTING

### TEMPORARY FULL TIME RECREATION PROGRAMMER

The Township of Ignace is currently accepting applications for the Temporary Full-time Recreation Programmer within the Planning, Development and Engagement Services Department. Hours of work are 37.5 per week, regularly work hours are from 7:30 to 4:30 pm with a forty minute (40mins) lunch break. Hours may vary according to programming need within the department.

Candidates **must have the following minimum qualifications:**

Grade 12 Secondary School Diploma or equivalent  
Must have sound working knowledge of computers  
Capable of analyzing the needs of community, planning programs that will most effectively meet community needs within budgetary guideline and other resources available, preparing grant applications to both federal and provincial agencies.  
Pleasant and efficient manner dealing with the public both in person and on the phone  
Good written and oral communication skills along with excellent public relations and organizational skills  
Knowledge in computer-based software  
Must be both self-motivated and able to work independently; and, with the Team  
Previous municipal work experience would be an asset  
Valid Driver's License

Experience in small municipalities, and post-secondary diploma in a relevant field would be an asset.

Wage rate, benefits and hours of work shall be as per CUPE Local 87 Collective Agreement and current Township of Ignace practice.

Qualified candidates are invited to submit their resume along with a cover letter to:

Lynda Colby  
PO Box 248, 34 Highway 17 W.  
Ignace, ON POT 1T0  
PH: (807)934-2202 X1022  
[clerk@ignace.ca](mailto:clerk@ignace.ca)

Closing date: Wednesday, October 27, 2021 at 4:30 pm.

**Please** note that this job competition is currently **advertised** Internally and qualified internal applicants **will be** given priority **as per** the requirements of the Collective Agreement

Applicant information is collected and retained under the Municipal Freedom of Information and Protection of Privacy Act and shall be used for candidate selection only.