



**Now Accepting Resumes for
Part-Time Events & Recreation Coordinator
Deadline to Apply: Friday, January 23, 2026 at 4:30 PM**

Part-Time Maternity Leave Contract from January 2026 – July 2027

\$17.53-\$21.38/Hour

30-35 hours/week Flexible: Evenings, Weekends and Holidays

The Opportunity:

Johnson Township is hiring for a Part-Time Events & Recreation Coordinator to cover a Maternity Leave from January 2026 – July 2027. The Johnson Township Recreation Department is responsible for the development, promotion, and implementation of a variety of programs and events to meet the needs of the community. This includes:

- The planning and delivery of multiple annual events including Family Day, Fun Day Winter Carnival, the Reg McHale Memorial Fishing Derby, Community Days, Day Camps, and more.
- The oversight of the Green Spaces throughout the township. Including area parks and boat launches.
- The management of Township promotional and advertising campaigns.
- Assist in the development and maintenance of key communication assets such as the website, social media, and monthly newsletter.
- The planning and delivery of annual sports programming such as youth Slo-Pitch, Soccer, Swim Program, Roller Skating, and additional requested programs from the community.

Under the guidance of the Municipal Clerk and the Johnson Township Mayor and Council the Part-Time Events & Recreation Coordinator will be responsible for record keeping, reporting, promotion, and budgeting of the various programs and events.

As a Township employee, you will act as a Liaison and represent the township within the community and when visiting other communities. This position will work very closely with the Arena Manager to communicate program bookings, staffing requirements, and management of recreational spaces.

Why Join Johnson Township?

There is nothing more rewarding than directly contributing to your local municipality. As part of the Recreation team you will have a direct impact on the quality of life for people in Johnson Township and the surrounding area. You can take pride in doing a great job planning and delivering the events and activities that take place all year long.



Skill Requirements:

- Communication, social and organizational skills
- Leadership and teamwork skills
- Management of a small team both volunteers and part-time students
- Volunteer recruitment
- Public Speaking and presentation organization planning
- Adaptability to various individuals, organizations, and wider community needs and changes
- Handling enrollment fees, annual and program budgets
- Draw and make conclusions with innovative thinking
- Self-motivated with a value of care and pride for work completed
- Ability to receive and follow directions and criticism
- Ability to work evenings, weekends and non-typical hours
- Ability to work in a team and as an individual with minimal supervision
- An interest or knowledge in sports and fitness
- Basic computer knowledge for word/excel/Facebook would be an asset
- Comfortable working with youth would be an asset
- Physically able to lift, move, squat, push, pull, carry and other physical demands to meet the job requirements
- Written communications for online and print materials
- Ability to work in a variety of conditions: indoors, outdoors, tight spaces, large spaces, loud spaces, hot or cool spaces

Qualifications:

- Full G Driver's License
- Certified in First Aid CPR & AED or ability to become certified
- OPP-Vulnerable Sector Check
- 2 year college diploma in recreational/leisure services field, business, or related field
- 2 years experience in a leadership role, event planning or recreational experience would be an asset
- Familiar with WHIMIS, AODA, Workplace Safety Standards
- Familiar with Microsoft Suite of Programs, Zoom, Canva, and WordPress

The nature of this position will include evenings, weekends, and holidays.

This position will work both independently and with the recreation team.



Interviews will occur the week of January 26, 2026 in person or by phone/zoom

If you need accommodations to complete your interview or assistance in the application process please reach out and we would be happy to work with you to make this process as easy as possible.

Please Submit your Resume by:

Friday, January 23, 2026 at 4:30pm

By email, mail or in-person to

Johnson Township

Part-Time Recreation Coordinator

1 Johnson Dr., PO Box 160

Desbarats, ON P0R 1E0

Email: people@johnsontownship.ca

More info: 705-782-6601