



Position Synopsis and Purpose
(A position overview and how it connects to the big picture)

Reporting to the Coordinator of Recreation Services, the Funding and Community Events Coordinator is responsible for coordinating community events, engagement initiatives, and funding development activities that support Township programs and strategic priorities. The role focuses on grant, sponsorship, and funding support, as well as event delivery and community engagement.

The Coordinator identifies, develops, and administers grant, sponsorship, and fundraising opportunities, including researching funding programs, preparing applications, tracking expenditures, ensuring compliance, and completing required reporting to support the sustainability of community programs and events.

Working collaboratively with internal departments, community partners, volunteers, sponsors, and vendors, the Coordinator supports the planning and delivery of recreation, culture, and wellness events at municipal facilities and community venues, ensuring programs and events are accessible, inclusive, and responsive to community needs.

The role leads community outreach initiatives to increase awareness and participation in Township programs and events, in collaboration with the Communications Specialist, and supports the delivery of special events and celebrations aligned with Council's Strategic Plan. The Coordinator also participates on the Township Wellness Committee to support internal staff wellness and social initiatives.



Major Responsibilities
(What this position does and how they allocate their time)

| Description | Approx. Time Spent (%) |
|---|-------------------------------|
| <p>Grant Writing and Fundraising</p> <ul style="list-style-type: none"> • Assist in identifying, researching, evaluating grant opportunities from municipal, provincial, federal, and non-profit funding sources to support Township events and community programming • Support grant writing activities, including drafting, coordinating, and submitting grant applications in alignment with Council priorities, Township policies, and funding program requirements • Coordinate required internal and external documentation to support grant submissions, working collaboratively with Township departments and community partners, as needed | 25% |

| Description | Approx. Time Spent (%) |
|---|-------------------------------|
| <ul style="list-style-type: none"> • Support the administration of approved grants, including tracking expenditures, monitoring compliance with funding agreements, measuring outcomes, and preparing interim and final reports • Support sponsorship and fundraising opportunities to enhance and sustain Township events and programs • Assist in maintaining positive relationships with sponsors and donors, supporting recognition activities and ongoing engagement • Support seasonal and event-based sponsorship initiatives, including beautification and community enhancement opportunities (e.g., hanging baskets, horticultural features) | |
| <p>Programs/Service Delivery</p> <ul style="list-style-type: none"> • Support the Coordinator of Recreation Services in the coordination and delivery of Township recreation, culture, wellness, and community events in accordance with Council, corporate, and divisional policies and directives • Assist with event-specific plans, procedures, and guidelines to ensure safe, compliant, and high-quality service delivery • Maintain an annual Township events plan to ensure a coordinated event calendar that maximizes community value and minimizes scheduling conflicts • Coordinate recurring Township events, programs, and organizational gatherings (e.g., Music in the Park, Santa Claus Parade, Christmas Market, Farmers Market) • Coordinate the delivery of special events and festivals, including scheduling, staffing coordination, logistical and operational requirements, and on-site support • Integrate grant-funded initiatives into event planning timelines and operational plans to ensure deliverables and funding requirements are met • Support continuous improvement in the planning and delivery of programs and special community events, incorporating community feedback • Support new and enhanced events in response to community needs, organizational priorities, and available resources • Apply an equity and inclusion lens in program and event delivery to ensure diverse community needs are reflected and barriers to participation are minimized | 35% |
| <p>Financial Management</p> <ul style="list-style-type: none"> • Support the management of event and program budgets in consultation with the Coordinator of Recreation Services, including maintaining detailed event budgets • Assist with financial administration related to events and programs, including receiving payments, processing cash receipts, preparing bank deposits, and supporting program-related financial documentation in accordance with Finance Department procedures | 10% |

| Description | Approx. Time Spent (%) |
|--|------------------------|
| <ul style="list-style-type: none"> • Track revenues and expenditures and monitor expenses against approved budgets; identify variances and recommend cost-saving measures and operational efficiencies, as appropriate • Support the review of budget performance, revenues, and expenditures with the Coordinator of Recreation Services • Prepare financial summaries and reports related to events and programs, as required, in alignment with corporate financial controls and reporting standards | |
| <p>Administration</p> <ul style="list-style-type: none"> • Support the Coordinator of Recreation Services in the planning and coordination of recreation services, special events, and related projects • Coordinate the intake, review, and assessment of requirements for indoor and outdoor special events, liaising with internal stakeholders to ensure a coordinated and customer-focused approach • Assist in establishing service priorities and operational plans to support efficient delivery of programs and events • Prepare reports, briefing materials, and post-event documentation for the Coordinator of Recreation Services, as requested • Ensure compliance with Township policies, procedures, and applicable legislation related to events, including AODA, OHSA, Fire Code, and other regulatory requirements • Prepare Special Occasion Permit (SOP) applications and supporting documentation, including required notices, diagrams, and approvals • Identify opportunities to improve administrative and operational processes related to event planning and delivery and provide recommendations to enhance efficiency and service quality • Participate on internal and external project teams and committees, providing coordination support and assisting with issue resolution as required • Participate on the Township Wellness Committee to support internal staff wellness and social initiatives • Build and maintain effective working relationships with internal departments, external agencies, community groups, and the public through regular meetings and collaboration to coordinate initiatives and support the planning and delivery of Township programs and events • Support the Communications Specialist, Customer Service Associate, and webmaster to ensure event information is accurate and up to date on Township communication platforms • Coordinate the timely promotion and public release of event dates to reduce scheduling conflicts and support community awareness | 20% |

| Description | Approx. Time Spent (%) |
|---|------------------------|
| <p>Human Resource Management/Organizational Effectiveness</p> <ul style="list-style-type: none"> • Provide guidance and day-to-day guidance to event delivery staff and volunteers to support effective service delivery and quality customer service • Support recruitment, onboarding, and training of event staff and volunteers, in accordance with Township policies and procedures • Coordinate staff and volunteer scheduling and work assignments for events and programs, ensuring adequate coverage and operational efficiency • Provide input into staff performance by monitoring attendance, work quality, and adherence to procedures, and maintaining related documentation as required • Act as a supervisor as defined under the Occupational Health and Safety Act (OHSA) for volunteers during events and programs • Support a safe, respectful, and inclusive work environment by promoting compliance with health and safety requirements, Township policies, and legislative standards • Coordinate and support the involvement of internal departments, community groups, contractors, and volunteers in the delivery of Township events • Perform other related duties as assigned | 10% |

*Note: All activities are expected to be performed in a safe manner, in accordance with the Occupational Health and Safety Act and its Regulations, along with Corporate Safety policies, procedures and programs. In addition, all necessary personal protective equipment must be used and maintained in good condition.



Required Training
 (Description of training required in order to perform the major responsibilities)

*Commitment to attends training, workshops and seminars where appropriate and as required in the following areas

- First Aid & CPR
- Smart Serve Certificate
- Safe Food Handling Certificate
- Market Manager Certificate



Minimum Qualifications (Absolutely cannot do without)

Education (degree/diploma/certifications)

- Post secondary degree or diploma in Event Planning, Fundraising, Community Recreation, Tourism, Hospitality, Business, Recreation and Leisure, or Physical Education

Experience

- 1-3 years' experience with grant writing, fundraising and reporting
- 1-3 years' experience in Event Planning and Management or related field
- Experience developing and delivering recreational services or community events, municipal setting would be considered an asset
- Experience coordinating staff or volunteers

Knowledge/Skill/Ability

- Demonstrated understanding of community events development and delivery within a diverse community
- Knowledge of current recreation programming trends
- Knowledge of Municipal service delivery process
- Working knowledge of Microsoft 365, web-based applications, and social media platforms
- Exceptional customer service and communication skills
- Proficiency in gathering information, setting priorities and providing guidance and sound judgement on funding and event related matters
- Strong organizational prioritization, and problem-solving skills
- Ability to work constructively with multiple stakeholders

Licences / Certifications

- Valid G class driver's licence
- Level C CPR, First Aid Certification (or willing to obtain within the first 3 months of start date)



Preferred Qualifications (The Ideal Candidate)

Education (degree/diploma/certifications)

- Certification in Event Planning, Fundraising, or related discipline

Experience

- 3-5 years' experience grant writing, fundraising and reporting
- 3-5 years' experience in Event Planning and Management or related field
- 3-5 years' experience developing and delivering recreational services and community events in a municipal setting
- 3-5 years' experience coordinating staff and volunteers
- Experience delivering multi-tiered community events (e.g., parades, markets)

Knowledge/Skill/Ability

- Advanced skills in community outreach and engagement
- Demonstrated success in grant writing and fundraising
- Ability to build relationship with stakeholders, vendors, and contractors to ensure high quality event experiences
- Advanced knowledge of event coordination, implementation and evaluation
- Advanced working knowledge of Microsoft 365, Windows, web-based applications, and social media platforms
- Exceptional communication skills with diverse community populations



Work Setting

(Description of the work environment and nature of people interactions)

Contacts

| Frequency Legend | |
|-------------------|---------------------------------|
| Constant | – every day for most of the day |
| Frequent | – daily |
| Regular | – weekly |
| Occasional | – bi-weekly to monthly |

| Contact | Frequency | Nature of Interaction |
|-------------------------------|------------|---|
| Peers (Staff) | Constant | Daily interactions to communicate daily plans. |
| Mayor & Council | Occasional | Casual interaction at special events or during work hours. |
| Stakeholders/Community Groups | Occasional | Casual interactions with regards to planning meetings and communicating upcoming events and programs. |
| Events Community | Regular | Regular interactions with advertising and social media outlets for each event. |
| Program Community | Constant | Regular interactions with advertising and social media outlets for each program offered. |

Work Conditions/Physical/Mental Effort

| Frequency Legend |
|---|
| Constant – every day for most of the day |
| Frequent – daily |
| Regular – weekly |
| Occasional – bi-weekly to monthly |

1. Hours of Work

| | |
|---|-------------------------------------|
| Normal (To be determined) (1/2 hour unpaid lunch) | <input checked="" type="checkbox"/> |
| Evenings/Weekends | <input checked="" type="checkbox"/> |
| On-Call | <input type="checkbox"/> |
| Over-time (How often? Expand below) | <input checked="" type="checkbox"/> |
| Examples: | |
| • If required as approved by your supervisor | |

2. Work Environment

| | Constant | Frequent | Regular | Occasional | Percentage |
|---|--------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------|
| Indoors | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | 60 % |
| Outdoors | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 40 % |
| | | | | | =100% |
| Attend internal/external meetings | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 10% |
| Time spent travelling | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | 5% |
| Frequency of interruptions | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 30% |
| Interaction with irate/aggressive clients/customers | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | 10% |

3. Hazards

| | Constant | Frequent | Regular | Occasional |
|---------------------------------|--------------------------|--------------------------|--------------------------|-------------------------------------|
| Noise | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Fumes | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Dirt, Dust | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Hazardous chemicals | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Disagreeable weather conditions | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

4. Physical Requirements

| | Constant | Frequent | Regular | Occasional |
|---|--------------------------|-------------------------------------|-------------------------------------|-------------------------------------|
| Operating and/or maintaining vehicles and equipment | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| • Standing | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • Sitting | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • Walking | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • Climbing | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Requirement to lift objects (list max weight) | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

| | | | | |
|--|--------------------------|--------------------------|-------------------------------------|-------------------------------------|
| Pushing and/or pulling objects to complete tasks | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| PPE worn on a regular basis (list type): | | | | |
| • | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Types of tools used (list type): | | | | |
| • Staple Gun | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| • Hammer | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

5. Mental Requirements

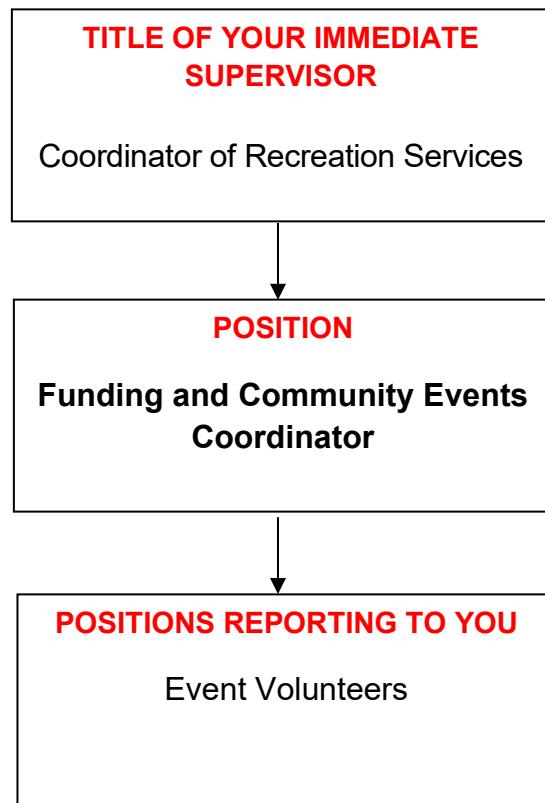
| | Constant | Frequent | Regular | Occasional |
|--|-------------------------------------|-------------------------------------|--------------------------|--------------------------|
| Requires awareness of surroundings | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Visual effort required on a concentrated basis | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Requirement to listen attentively | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |



| | |
|--|---|
| Position Title: Funding and Community Events Coordinator | Division: Recreation |
| Department: Community Services | Band: 7 |
| Work Location: West Lincoln Community Centre | Reports to (Direct): Coordinator of Recreation Services |
| Position(s) Supervised Directly: Volunteers | Position(s) Supervised Indirectly: N/A |
| Effective Date: April 1, 2024 | Revision Date: January 2026 |
| Salary Range: Refer to Band 7 of Non Union Salary Grid | Hours per Week: 35 |

Organizational Chart

List the reporting relationship of this position to others within the immediate department.



*Created: April 2024
Revised: January 2026*