



Internal / External Job Posting
Administrative Assistant to the

Recreation and Community Services Department

Competition #2025-33

The Town of Penetanguishene is a picturesque bilingual community with a population of approximately 10,000, located on the southerly tip of beautiful Georgian Bay. The Administrative Assistant to the Recreation and Community Services Department provides administrative support and general customer reception for the department. Reporting directly to the Director of Recreation and Community Services, this role supports the team through the preparation, circulation and storage of documents, maintenance of files, preparation of statistical reports, ordering supplies and completing data entry. Overall the Administrative Assistant plays an integral role in officially connecting customers with services by ensuring fees are collected and corresponding documents are in place such as program registrations, boat slip agreements and room rental permits

Duties include but are not limited to:

- Responds to enquiries for room rentals, boat slips rentals, program registrations, vendor applications, subsidy programs and ecology garden sites.
- Coordinate and maintain all boat slip agreements and waitlists while ensuring accompanying documentation is on file.
- Input all recreation programs into recreation software.
- Track, format and draft at the discretion of the Director, policies, procedures and procurement documents.
- Coordinate and prepare meeting agendas, minutes and room bookings for advisory committees or other meetings.
- Collect and collate data to produce reports on items such as recreation programs or user fee information.
- Assist with organizing ceremonies such as ribbon cuttings, grant announcements or municipal awards.
- Sources information, resources or contacts and provides operational support for large scale events. Assisting with transportation of or purchase of supplies, event set up or take down and arranging for floats, swag and reconcile cash boxes.
- Provide and respond to customer service related questions or concerns about park spaces, trails and user guidelines.
- Provide customer service at the wharf, museum, arena or finance department during staff shortages.

Required Qualifications:

- A diploma or degree in recreation, event planning or related field under the Recreation and Community Services Department would be an asset.
- Five (5) + years of business, office administration or related experience an asset

Knowledge, Skill and Abilities:

- Superior computer skills including Microsoft 365, records management, recreation and work order system software and related office equipment.
- Excellent customer service, public relations and interpersonal skills.
- Must have excellent organizational, verbal and written communication skills.
- Must recognize when matters are confidential and exhibit discretion.
- Must be well-organized and able to deal with multiple competing priorities.
- Ability to work in a fast-paced environment.
- Ability to meet tight deadlines.

- Ability to adapt well to changes.
- Skill in taking meeting minutes and recording important detail.
- Graphic design – (ability to draft & layout signage, posters, swag, etc....)

Compensation: The current pay for this position starts at \$30.64 per hour, based on a 35-hour workweek. This position is covered under CUPE, Local 2380.08

Interested individuals are asked to forward their resume and cover letter no later than **4:30 p.m. on October 21, 2025**, to the Human Resources Department by email hr@penetanguishene.ca.

The Town of Penetanguishene is committed to an inclusive, barrier free environment. Accommodation will be provided in all steps of the hiring process. Please advise the Town's Human Resources Department if you require any accommodations to ensure that you can participate fully and equally during the recruitment and selection process.

We thank all applicants for their interest, however, only those selected for an interview will be contacted. In accordance with the *Municipal Freedom of Information and Protection of Privacy Act*, personal information collected will only be used for candidate selection.