

The Corporation of the Township of Wollaston

By-law 37-16

Being a By-Law to hire a Community Development Coordinator
for the Township of Wollaston

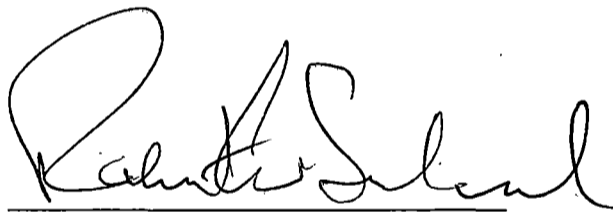
WHEREAS Section 227 of the Municipal Act, 2001, as amended, authorizes the appointment of such officers and employees as are necessary to implement council's decisions and to carry out duties as assigned by the municipality;

AND WHEREAS the Council of the Corporation of the Township of Wollaston deems it necessary to appoint a Community Development Coordinator;

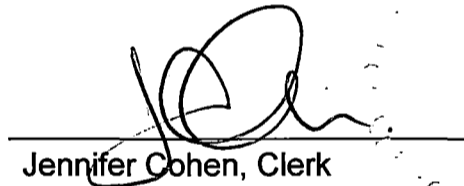
NOW THEREFORE the Council of the Corporation of the Township of Wollaston enacts as follows:

1. That the position of Community Development Coordinator is hereby established;
2. That Shannon O'Keefe is hereby appointed as the Community Development Coordinator;
3. That the duties and responsibilities of this position shall be contained in the Job Description attached as Schedule "A" hereto, and forming part of this by-law;
4. That the rate of pay shall be outlined in Schedule "B" attached hereto, and forming part of this by-law;
5. That this by-law shall come into force and take effect as of October 17, 2016.

Passed this 11th day of October, 2016.



~~Graham Blair, Reeve~~
Bob Ireland



Jennifer Cohen, Clerk

The Corporation of the Township of Wollaston

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Schedule "A"

Job Description

Position Title: Community Development Coordinator

Purpose of Position:

The Community Development Coordinator is tasked with creating and driving community projects and events, supporting business and encouraging tourism opportunities within the Township of Wollaston.

Work Relationship: Responsible to Township Clerk

Duration:

Part-time, contract. October 17, 2016 – December 31, 2017, 10 flexible hours per week.

Major Responsibilities:

- To develop community events and projects that will support local business
- All communications and networking for community events including public inquiries and media relations
- Volunteer coordination in support of community events
- Facilitate and participate in focus groups, community meetings and recreation committee meetings
- To research and seek funding for sustainable projects that will benefit the Township and/or local community
- To assist individuals, groups and organizations in researching and seeking funding and other resource needs
- Regularly report to Wollaston Township Council on accomplishments and progress of community projects
- Track all expenses in a manner to be determined by Township staff

Qualifications and Skills:

- "Team Player", with demonstrated ability to work with committees and volunteers
- Proven success in grant research and writing, fundraising and project development
- Established network of contacts within Wollaston Township and North Hastings
- Strong communication skills written/verbal/presentation/computer
- Proficiency in Microsoft Word, Excel and Power Point
- Preference for post-secondary degree/diploma in marketing, public or community relations or event planning or two years proven experience in event planning in the not-for-profit sector
- Must have valid Ontario driver's license and be willing to travel as required
- Must be willing to work flexible hours as required

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Schedule "B"

Position Title: Community Development Coordinator

Compensation: \$18.00 per hour

Probation period: 3 months

After successful completion of the probation period, the compensation rate and structure shall be reviewed by the Council of the Township of Wollaston.