

The City of Pickering is committed to creating an equitable, diverse and inclusive workplace and strives to foster a sense of belonging, empowerment and respect among all employees and community members. We recognize and value that diverse perspectives, skills, backgrounds, and lived experiences contribute to the growth and strength of our organization and community. As such, we welcome and encourage applications from Indigenous Peoples and equity-deserving communities including women, persons with disabilities, racialized persons, persons who identify as 2SLGBTQI+, and other diverse communities.

Community Event Leader

Requisition ID: 148236
Department: Community Services
Classification: 2 Term
Affiliation: CUPE Local 129
Shift/Hours: Monday to Sunday, up to 30 hours
Salary Range: \$18.15/hour
Work Location: 2460 Brock Road, Pickering, Ontario, L1X 0J1
Date Posted: April 14, 2025
Deadline to Apply: April 28, 2025

Job Summary

The City of Pickering is seeking a dedicated and motivated individual to join our team in the role of Community Event Leader.

The successful incumbent is responsible for assisting in planning, development, organization and delivery of City cultural events and outreach related to heritage, art, and ethno-culture, in parks and facilities such as parades, Cultural Pop-up, Community and Public Art programs, Concerts, Canada Day, Artfest and Winter Nights, City Lights.

Primary Responsibilities

- Assists with program and event delivery such as parking, directing traffic, crowd control, outreach, registration and tracking of guest attendance for cultural events, programs.
- Assists with set-up and take-down, monitoring and documentation of event site.
- Assists with the cleaning, storage and monitoring, and clearing of event site and equipment.
- Gathers the necessary supplies and equipment prior to each event and assists in their assembly/installation as required.
- Wears various uniforms and costumes as assigned for programs or events.
- Promotes in line with the corporate social media guidelines events and activities through social media @pickeringevents with pre-scheduled and on the spot posts, and broadcasts.
- Follows and provides information related to event plans and operations to vendors, guests and volunteers regarding participation, safety and hygiene protocols. Orients participants to site and emergency protocols as necessary.

Additional secondary responsibilities may apply and will be outlined in the Job Description, which will be provided to candidates selected for an interview.

Education and Experience

- Currently enrolled in secondary or post-secondary school education, or any combination of education, workplace training and experience deemed to be acceptable by the Corporation.
- Prior experience in cultural events and programs is an asset.

Knowledge, Skills and Abilities

- Demonstrable knowledge / interest in arts and culture.
- Demonstrated maturity, responsibility and capability of taking direction.
- Must be able to lift items up to 50 pounds to complete event set-up.
- Must be able to stand for long periods of time.
- Good interpersonal, communication and customer service skills.
- Must be willing to work irregular shifts, on holidays and on weekends.
- Will be required to find own transportation to and from the site of each event.
- Must be prepared to undergo a Vulnerable Sector Screening as a condition of employment.
- Must hold a current Standard First Aid, Basic Rescuer CPR-C, and Auto External Defibrillator (AED) certification.

- Must possess a valid Class “G” Ontario Driver’s Licence and provide consent for a Driver’s Abstract. A clean driving record is preferred.

Qualified candidates may complete an **online application form** where you will be required to upload your resume and cover letter (PDFs only). 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 is collected under the authority of the *Municipal Act* and is used for the purpose of candidate selection.

The City of Pickering is committed to inclusive and barrier-free employment practices, and to creating a workplace that reflects and supports the diversity of the community we serve. Accommodations are available throughout the recruitment process in accordance with the *Accessibility for Ontarians with Disabilities Act*. Accessible formats and supports can be requested. For assistance, please contact the Human Resources Department at 905.420.4627 or hr@pickering.ca.

Pickering: A complete, world-class city... inclusive, connected, caring and prosperous.

