



INTERNAL/EXTERNAL POSTING

Employment Opportunity

Job Title: Recreation Programming & Administrative Support

Job Posting #: 2026-17

Department: Recreation, Parks and Facilities

Location: 550 Main Street East, Dundalk (plus Southgate parks and facilities)

Status: Full-time

Hours per Week: 40 hours

Salary / Wage: \$30.28/hour to \$34.31/hour

Application Due Date: August 11, 2026 at 2pm

The Township of Southgate is a small rural community located in the southern part of Grey County and known as the gateway to Grey County.

"Rooted in community, embracing our future", our mission is to provide enhanced and reliable municipal services for Southgate's community and businesses to ensure sustainability now and into the future.

Due to the creation of a new position, the Township of Southgate is now accepting INTERNAL/EXTERNAL applications for one (1) full-time position of **Recreation Programming & Administrative Support** in our Recreation Department.

Job Duties:

- Facilitate and supervise recreation programs to ensure quality and safety.
- Assist with the planning, implementation and delivery of recreation programs.
- Assist residents with recreation program registration and facility bookings.
- Ensure effective day-to-day operation and function of the facilities, including related grounds, are in accordance with approved policies and procedures.
- This position plays a key role in the on-site facilitation of recreation programming, liaising with instructors and volunteers, and delivering both registered and drop-in programs for children, youth, adults and seniors.

Qualifications:

- High school diploma.
- Recreation and Leisure or similar education an asset.
- Experience in facilitating recreation programming.

For a complete job description and further information please visit the Employment Opportunities section of our website (www.southgate.ca).

Interested and qualified applicants are invited to forward their cover letter and resume to Human Resources (employment@southgate.ca or 185667 Grey Road 9, Dundalk, ON, N0C 1B0) quoting job **#2026-17** by **August 11, 2026 at 2pm**.

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, 2001 and will be used for the purpose of candidate selection only. The Township of Southgate does not use Artificial Intelligence (AI) technology at any stage of recruitment.

The Township of Southgate is an equal opportunity employer. Accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance. This document can be made available in other accessible formats as soon as practicable and upon request.