



The Regional Municipality of Halton
Access Halton at: www.halton.ca (Dial 311)

Halton Small Business Centre

Upcoming Business Seminars and Programs

- Starting a Small Business Seminar:**
 A general overview of the things you will need to consider, along with resources to help you succeed. Covers structure, registrations, regulations, licences, taxes and financing options.
 Wed. Jan., 9
 Milton Public Library
 6:30 – 8:30 p.m.
 \$25/person
- Starting a Small Business Seminar:**
 A general overview of the things you will need to consider, along with resources to help you succeed. Covers structure, registrations, regulations, licences, taxes and financing options.
 Wed. Feb., 6
 Burlington Central Library
 6:30 – 8:30 p.m.
 \$25/person
- Marketing – Research and Cost Effective Ideas:** Identify why and how conducting market research can impact your business success and learn some cost effective ideas to market your business.
 Wed. Feb., 13
 Georgetown Public Library
 6:30 – 8:30 p.m.
 \$25/person
- Getting Started Information Session:** A one hour overview of all the rules and regulations you need to know about if you are starting a business in Halton. Staff will guide you through a checklist for starting a new business. These are casual, informative small groups of five or less.
 Every Tuesday
 9:00 – 10:00 a.m.
 Halton Regional Centre,
 Small Business Centre
 No cost, but registration is required
- Canadian Youth Business Foundation (CYBF) – General Information Session:** A one hour overview of the CYBF financing program, including a review of the application process and evaluation and eligibility criteria. Canadian Youth Business Foundation provides financing based on character and a great business plan of up to \$15,000 for young entrepreneurs between 18 and 39 years of age who are looking to start their own full-time small business.
 1st and 3rd Tuesday each month in 2013
 10:30 – 11:30 a.m.
 Halton Regional Centre,
 Small Business Centre
 No cost, but registration is required

Registration and pre-payment for all seminars is required as seating is limited.

Contact us for more information and registration details for these events. Join our online community. Get connected at www.haltonsmallbusiness.ca



Please contact us, as soon as possible, if you have any accessibility needs at Halton Region events or meetings.

040113



EMPLOYMENT OPPORTUNITY

RECREATION SUPERVISOR – COMMUNITY DEVELOPMENT Posting No. 201301

Reporting to the Manager of Parks and Open Space, this full time position is responsible for the overall delivery of community development services championing key community initiatives in culture, sport, recreation and volunteer management.

Responsibilities:

- Supervise, evaluate and mentor staff within the Community Development unit.
- Plan, administer and promote community development initiatives in coordination with other agencies and community recreation providers including volunteer training, governance support, organizational development, partnership service agreements, community opportunities, benefits and planning.
- Lead, design, and implement Department Special Events, Volunteer Management Program, and the Municipal Assistance Program in coordination with Recreation department staff.
- Assumes lead role in negotiating, monitoring and evaluating management/partnership agreements with community services providers and implementing effective sponsorship and revenue-generating strategies related to community initiatives.
- Develop opportunities to build relationships with current and future community groups and organizations within the volunteer sector.
- Responsible for project management, long-range service planning, and business plans related to community development initiatives and special projects.
- Provides leadership development opportunities that recognize current and/or emerging community leaders and volunteers
- Designs and implements training programs to ensure customer service excellence (internal & external) in keeping with Town standards.
- Department representative with various external committees
- Authors reports and presentations to various committees and Council.
- Prepares, administers and manages approved operating budgets within area of responsibility.
- Works with department staff to ensure communication and promotional requirements meet standards for quality and effectiveness including creating public awareness through a variety of promotional and marketing methods.
- Provides leadership to the development and implementation of policy, procedures, communications, performance measures, best practices and quality assurance for all Community Development Initiatives.

Qualifications:

- University degree in Recreation or equivalent.
- Over 5 years of progressive supervisory experience in the recreation field
- Parks and Recreation Ontario HIGH FIVE®, QUEST 2, First Aid and CPR an asset
- Demonstrated progressive experience in community development, volunteer management and special event planning.
- Superior level of verbal and written communication skills inclusive of negotiation, facilitation, report writing, and presentation experience.
- Excellent customer service and public relations skills.
- Thorough knowledge of applicable legislative requirements, issues, and trends affecting the delivery of community recreation services.
- Proficient in Microsoft Office and data and financial management software.
- Valid Ontario Driver's License (Class G) and access to personal vehicle for Town business – mileage provided

Salary Range and Working Conditions:

The salary range for this full time, permanent position (35 hours per week) is \$66,626 to \$79,316. This position involves working an irregular work week and incumbent must be available to work evenings and weekends to attend events and offsite community meetings as necessary.

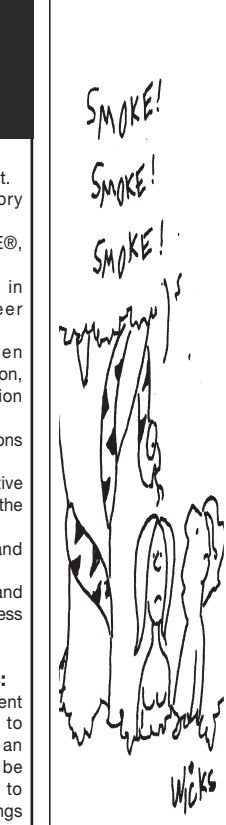
Qualified candidates may submit a detailed resume in confidence to the undersigned by **4:30 p.m., Friday, January 11, 2013**. Please quote Posting No. 201301 on your resume.

Laura Lancaster, HR Advisor
Human Resources
Town of Halton Hills
1 Halton Hills Drive
Halton Hills, ON, L7G 5G2
Fax: (905) 873-1431
Email: humanresources@haltonhills.ca

We thank all those who apply, but advise that only those applicants selected for an interview will be contacted. The Town of Halton Hills is an equal opportunity employer. Accommodations are available for all parts of the recruitment process. If contacted for an interview, please advise the Human Resources staff of any measures you feel you need to enable you to be assessed in a fair and equitable manner. Information received relating to accommodation measures will be addressed confidentially.

Personal information is collected under the authority of the Municipal Act, 2001 (S.O. 2001, c.25) and will be used to select a candidate. Questions about this collection should be directed to the Manager of Human Resources.

AN EQUAL OPPORTUNITY EMPLOYER



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