



EMPLOYMENT OPPORTUNITY

WEDDING COMMISSIONER

Position: casual, non-unionized

Remuneration: \$200.00 per completed ceremony.

Job Posted: January 15, 2025 Closes: January 31, 2025

Known as the “Gateway to Muskoka”, the Town of Gravenhurst is a progressive growing urban and rural municipality located in the District Municipality of Muskoka, home to approximately 13,000 permanent year-round residents and a seasonal population of equal size. Gravenhurst offers both permanent and seasonal residents opportunities in recreation, leisure, tourism, culinary, culture, heritage, arts, sights, sounds, and attractions which makes it a great place to live, work, and play!

The Wedding Commissioner performs nondenominational marriage ceremonies for couples within the jurisdiction of The Town of Gravenhurst, adhering to municipal bylaws and provincial laws. Provides professional and courteous service to ensure a positive and memorable experience for all parties involved. Advises couples on marriage license requirements and procedures. Accurately completes, files, and stores necessary documentation according to provincial regulations. Maintains a professional and respectful demeanor during all ceremonies.

Qualifications:

- Ontario Secondary School Diploma or equivalent
- Excellent communication, interpersonal skills and demonstrated public speaking skills
- Strong organizational and time-management skills
- Ability to project a professional image, manage confidential information and to exercise discretion and sound judgement regarding sensitive or confidential issues.
- Computer literacy in Microsoft Word and Excel is required.
- Ability to work flexible hours evenings / weekends & public holidays

The successful candidate will physically be able to carry out all aspects of the job and will possess a valid G license with a clean drivers abstract satisfactory to the corporation. The successful candidate will provide a clear Police Criminal Record Check at their own expense prior to being employed by the Town. **The successful candidate attend AMCTO qualification Civil Marriage Solemnization Workshop March 4, 2025, via Zoom.**

Applications accepted until 4:00 PM on January 31, 2025.

Submit cover letter and resume as **one document**

(LastName_FirstName_JobTitle.doc/.docx/.pdf) referencing Job ID M25-01.

Corporation of the Town of Gravenhurst

3-5 Pineridge Gate, Gravenhurst, ON P1P 1Z3

Attention: Human Resources

HumanResources@gravenhurst.ca

We thank all those who apply; however only those selected for an interview will be contacted. The Town of Gravenhurst is an inclusive employer. Accommodation is available under the [Ontario Human Rights Code](#). All information is collected in accordance with the [Municipal Freedom of Information & Protection of Privacy Act, R.S.O. 1990, Chapter M. 56](#)