

The District Municipality of Muskoka is currently recruiting for a Health, Safety & Wellness Coordinator



Posting Date: Wednesday, September 23, 2026
Closing Date: Wednesday, October 7, 2026 @ 12:00 NOON
Starting Rate: \$65,462 annually
Salary Range: \$65,462 - \$76,581 annually
Hours of Work: 37.5 hours per week
Location: 70 Pine Street, Bracebridge
Classification: Non-union, Class NU4
Status: Permanent full-time

This job posting is for an existing vacancy.

The District:

Muskoka is a great place to live and play, and the District is a four-season municipality passionate about protecting, servicing and caring for this community. We have opportunities that will allow you to learn, grow and build your career amongst other ambitious leaders and innovators. We offer a competitive compensation package and are committed to promoting diversity, accessibility and inclusion. [It's what we do!](#)

The Opportunity:

The Health, Safety & Wellness Coordinator is responsible for delivering a visible, field-based health, safety and wellness service across District operations. Conducts workplace inspections, health and safety audits, hazard and risk assessments, and incident investigations at operational sites and facilities. Provides practical, timely support to operational managers, supervisors and staff to identify hazards, implement corrective actions, meet legislative and District requirements, and strengthen a proactive safety culture. Supports training, JHSC activities, workplace injury and return-to-work processes, and the collection and analysis of health and safety data.

What you will do:

- Provide regular, visible health, safety and wellness (HSW) support to employees, supervisors and frontline managers across District facilities, worksites and field locations.
- Coordinate Joint Health and Safety Committee activities, including meetings, minutes, workplace inspections, corrective-action tracking and safety resources.
- Support proactive workplace safety activities, including inspections, hazard and risk assessments, incident and near-miss follow-up, field observations and verification of corrective actions.
- Administer HSW documentation, training and compliance records, including the learning management system, orientations, certifications, refresher requirements, incident reports and program materials.
- Support safe, healthy workplaces through safety talks, training coordination, wellness initiatives, ergonomic and return-to-work workplace check-ins, and reporting on HSW trends and performance.

What you will need:

- Three year post-secondary diploma or degree in Occupational Health and Safety, Human Resources, or a related discipline.
- Three years of progressive occupational health and safety experience, including workplace inspections, audits, hazard assessments and incident investigations.
- Demonstrated ability to build trusted relationships and provide practical, solutions-focused advice to operational leaders, employees and Joint Health and Safety Committee members.
- Strong analytical, investigation, report-writing, organizational and interpersonal skills, with the ability to manage competing priorities, exercise sound judgement and maintain confidentiality.
- Proficiency with Microsoft Office and electronic health and safety systems; a valid Ontario Class G driver's licence and reliable transportation are required to travel throughout Muskoka.

What we are offering:

The District is proud to offer the following benefits with this job:

- Health benefits
- Paid vacation
- Paid leaves
- OMERS pension
- Work-life flexibility
- Perks and discounts
- Wellness programs
- Fostering and fun environment
- Professional development and education opportunities
- Pay range progression based on length of time in the job and satisfactory performance

The Next Step

If you have the necessary skills, experience and qualifications, and can support our vision and values (RISE: Respect, Innovation, Service and Equity), **please email a cover letter and resume to Shelley Kunkel,**

Manager, Health, Safety and Wellness, Shelley.Kunkel@muskoka.on.ca, prior to 12:00 PM on Wednesday, October 7, 2026.

The District of Muskoka is an equal opportunity employer and values diversity in our workforce, encouraging applications from all qualified individuals. Our organization is committed to providing persons with disabilities with equal opportunities and standards of goods and services, and we are compliant with the Accessibility for Ontarians with Disabilities Act. If you require disability related accommodation to participate in the recruitment process, please advise the Human Resources department as soon as possible. Accommodation may be provided in all steps of the hiring process. Any questions regarding this posting should be directed to the [Human Resources Department](#).