



Position Description

Position Title:	Marriage Officiant
Supervisor:	Municipal Clerk
Employee Group:	Management/Non-Union

Position Summary

- The Marriage Officiant performs civil marriage ceremonies on behalf of the Town of Fort Frances and serves as a representative of the Municipality during one of life's most important milestones. The incumbent ensures all ceremonies are conducted in accordance with the *Marriage Act* (Ontario) and applicable provincial regulations while providing exceptional customer service to residents and visitors.
- The Marriage Officiant works closely with the Municipal Clerk's Office to ensure all legal requirements, documentation, and registrations are completed accurately and within prescribed timelines.

Direction Received

- The incumbent reports to the Municipal Clerk.

Direction of Others

- Not applicable

Revenue, Asset and Expenditure Scope

- Not applicable

General Responsibilities

- Performs civil marriage ceremonies as authorized by the Town and Province of Ontario.
- Meets with couples before ceremonies to review legal requirements, ceremony options, and procedural details.
- Verifies the identity and eligibility of applicants and confirms a valid Ontario Marriage Licence is in place prior to the ceremony.

- Delivers professional, respectful, welcoming, and inclusive marriage ceremonies.
- Ensures all marriage records and documentation are accurately completed, witnessed, signed, and submitted in accordance with the requirements of the Province of Ontario.
- Maintains the confidentiality and security of personal and vital statistics information.
- Responds to public inquiries regarding marriage ceremonies, municipal procedures, fees, scheduling, and documentation requirements.
- Coordinates ceremony bookings, locations, and logistics with couples and municipal staff.
- Acts in a professional and impartial manner while representing the Town of Fort Frances.
- Maintains records related to ceremonies performed and completes all required reports and administrative documentation.
- Assists with marriage licence services and related Vital Statistics functions when required.
- Performs other duties related to marriage services as assigned by the Municipal Clerk.

Availability Requirements

- This is a casual, on-call position with no guaranteed hours of work.
- The incumbent is expected to maintain reasonable availability to perform marriage ceremonies as scheduled.
- Assignments may occur during weekdays, evenings, weekends, and statutory holidays.
- Continued participation in the Town's casual call-in roster is dependent upon maintaining sufficient availability to meet operational requirements.

Education and Qualifications

- Ontario Secondary School Diploma (O.S.S.D), or equivalent.
- Experience working with the public in a customer service environment.
- Experience in public speaking, event facilitation, presentations, ceremonies, or community engagement is considered an asset.
- Knowledge of municipal government operations and the Marriage Act (Ontario) is considered an asset.
- Strong verbal and written communication skills.
- Proficiency with Microsoft Office applications and electronic record-keeping systems.

Asset

- Post-secondary education in public administration, business administration, communications, office administration, customer service, or a related field.

Competencies

- Excellent interpersonal and customer service skills.
- Ability to communicate clearly and confidently in front of individuals and small groups.
- Ability to remain professional and composed in public settings.
- Strong attention to detail and accuracy.
- Ability to handle confidential and sensitive information.
- Strong organizational and time management skills.
- Ability to work independently with minimal supervision.
- Ability to project a positive image of the Municipality.
- Demonstrated tact, diplomacy, and professionalism.
- Commitment to respectful, inclusive, and accessible service delivery.

Working Conditions

- Work is performed in municipal facilities and approved ceremony locations both indoors and outdoors within the Rainy River District.
- Hours are scheduled on an as-needed basis and may include evenings, weekends, and statutory holidays.
- Occasional travel within municipal boundaries may be required.
- Position requires standing for periods of time while conducting ceremonies.

Conditions of Employment

- Appointment as a Marriage Officiant in accordance with Provincial legislation and municipal authorization requirements.
- Satisfactory Criminal Record and Vulnerable Sector Check.
- Valid Ontario Driver's Licence and access to reliable transportation preferred.
- Completion of any required training related to marriage services and registration requirements.