

POSITION

Recreation Programmer

NATURE AND SCOPE OF WORK

The Recreation Programmer, under the direction of the Community Services Manager, is responsible for planning, implementing, supervising and evaluating a variety of recreation and culture programs. The Recreation Programmer is also responsible for promoting interest and participation in recreation and culture programs, directing the work of instructors and volunteers, as well as, assisting with the organization and execution of community special events.

DUTIES AND RESPONSIBILITIES

- Plans, schedules, coordinates, implements, supervises and evaluates a variety of programs and special events.
- Assists in promotion and marketing of programs.
- Liaises with community organizations, and works in partnership with, to provide recreation and culture services.
- Assists in developing, implementing and evaluating short and long-term plans for recreation and culture services.
- Supports and promotes exceptional customer service.
- Assists with the organization, set up and maintenance of required equipment, materials and supplies for the delivery of programming.
- Provide support and coverage for Activity Leader duties when required.
- Establishes and maintains effective working relationships with participants, participant parents, volunteers and staff.

QUALIFICATIONS & SKILLS

- Post-secondary certificate or diploma in recreation from a recognized institution.
- Minimum of two years' experience in the delivery of recreation programming, preferably in a local government setting.
- A clean and current criminal record check, including vulnerable sector, is a condition of employment and is the financial responsibility of the successful candidate.
- Current First Aid and CPR.
- Valid Class 5 Driver's license.
- Demonstrated intermediate skills with Microsoft Office Suite.
- Experience with recreation management software preferred.
- Supervisory experience considered an asset.
- Experience working with children and youth considered an asset.
- Knowledge of marketing strategies and techniques.
- Strong oral and written communication, interpersonal and leadership skills.

**JOB DESCRIPTION
DISTRICT OF SICAMOUS
RECREATION PROGRAMMER**

- Ability to operate independently with minimal supervision and in a team environment.
- Ability to effectively organize, streamline, prioritize and coordinate various tasks simultaneously under workload and deadline pressures while maintaining quality performance, accuracy and attention to detail.
- Strong problem identification and problem resolving skills.
- An appropriate blend of education, training and experience may be considered.

WAGE AND HOURS OF WORK

Hours of Work – 8:00 am to 4:30 pm, Monday to Friday (7.5 hours). Hours may be altered based on programming requirements. Evenings and weekends will be required.

\$26.90 per hour in compliance with Schedule “A” of the Collective Agreement CUPE 1908