Village of PEMBERTON

Recreation Programmer

Location: Pemberton & District Community Centre, Pemberton
Full-time, 12-month term

Summary:
Responsible for the development, promotion and delivery of recreational, cultural and educational programs and services for the community, including delivery of specialized programs for children, youth and seniors in a variety of disciplines including, sports, fitness, arts and culture, outdoor activities and other related areas of community interest.

Responsibilities:
Program Management:
- Research and develop new program ideas in line with community needs
- Plan and schedule programs in line with demand, seasonality and resources
- Gain feedback and evaluate success of the programs, adjust as needed
- Track waitlists, maximize attendance of programs, expanding programs where possible
- Pre-booking facility spaces
- Designing promotional material including content for social media
- Providing seasonal updates and content for the bi-annual Recreation Guide
- Support or coordinate the setup and teardown of rooms used for programs
- Partner with committees in the community and local schools to develop recreation opportunities
- Run or instruct programs in the absence of a Program Leader
- Designing and coordinating the content and resources for special events and summer camps

Leadership:
- Responsible for the recruitment and onboarding of casual employees
- Verify and monitor the certification and qualifications of Program Leaders
- Schedule and plan coverage of Program Leaders
- Provide training and supervision of Program Leaders
- Review service level agreements and contract renewals
- Submission and approval of timesheets or invoices

Financial:
- Responsible for setting program pricing
- Reviews and approves timesheets and contractor invoices
- Purchasing equipment and supplies, including new gym equipment
- Tracking cost, revenue and expenditures in line with budget
- Researching and applying for grant funding opportunities

Health & Safety:
- Ensuring equipment and materials used are maintained or replaced on a regular basis
- Designing programs that are safe for Program Leaders and the targeted patrons
- Logging, tracking and where applicable investigating any incidents
- Tracking and filing emergency consent forms and waivers

Administration:
- Development and implementation of policies and procedures when introducing new programs
- Correspondence with patrons and parents of patrons
- Reporting on quarterly programming activity
- Uploading new and current program details into reservation booking system

Front Desk Support:
- Opening and closing recreation facilities for the public
- Greeting patrons and answering queries
- Registering patrons for programs and taking payments
- Cash float maintenance and balancing
- Performs other related duties as assigned

Skills and Experience:
- Confident managing and scheduling large groups of people
- Experience facilitating recreation/extracurricular programs
- Ability to establish and maintain effective working relationships with a variety of stakeholders
- Ability to identify and prioritise customer needs
- Confident problem solver
- Ability to multitask and manage multiple concurrent deadlines
- Proficient planner with strong organizational skills
- Strong communication skills, both written and verbal
- Proficient with computers and able to navigate systems and software

Emergency Operations Responsibilities:
All persons employed by the Village of Pemberton will be required to assist the Village in providing emergency services. Duties assigned during an emergency may differ from regular duties.

Vulnerable Sector Check:
The scope of this role includes being a point of contact for the public, including youth and vulnerable persons. A Vulnerable Sector Check will be required for anyone hired into this position.

Posting Details:
Application Deadline: Posting until filled
Estimated Start Date: December 16, 2024
Job Grade: 6
Salary: $56,387