

PERMANENT PART TIME YOUTH RECREATION PROGRAMMER

Responsible for the development, promotion and delivery of recreational, cultural and educational programs and services for the community, including delivery of specialized programs for youth and other related areas of community interest. Hours of work include evening & day shifts and availability for weekends for a total of 20 hours/week.

Responsibilities:

Program Management:

- Researches and develops new program ideas in line with community needs
- Plans and schedules programs in line with demand, seasonality and resources
- Gains feedback and evaluates success of the programs, and adjusts as needed
- Tracks waitlists, maximizes attendance of programs, expands programs where possible
- Pre-books facility spaces
- Designs promotional material including content for social media
- Provides seasonal updates and content for the bi-annual Recreation Guide
- Supports or coordinates the setup and teardown of rooms used for programs
- Partners with committees in the community and local schools to develop recreation opportunities
- Runs or instructs programs with or without a Program Leader
- Designs and coordinates the content and resources for special events and summer camps

Leadership:

- Responsible for the recruitment and onboarding of casual employees
- Verifies and monitors the certification and qualifications of Program Leaders
- Schedules and plans coverage of Program Leaders
- Provides training and supervision of Program Leaders
- Reviews service level agreements and contract renewals
- Submits and approves timesheets or invoices

Financial:

- Responsible for setting program pricing
- Reviews and approves timesheets and contractor invoices
- Purchases equipment and supplies
- Tracks cost, revenue and expenditures in line with budget
- Researches and applies for grant funding opportunities

Health & Safety:

- Ensures equipment and materials used are maintained or replaced on a regular basis
- Designs programs that are safe for Program Leaders and the targeted patrons
- Logs, tracks and where applicable investigates any incidents
- Tracks and files emergency consent forms and waivers

Job Title: PPT Youth Recreation Programmer

Developed By: Human Resources

Updated: May 2025



Administration:

- Develops and implements policies and procedures when introducing new programs
- Communicates with patrons and parents of patrons
- Reports on quarterly programming activity
- Uploads new and current program details into the reservation booking system

Front Desk Support:

- Opens and closes recreation facilities for the public
- Greets patrons and answers queries
- Registers patrons for programs and taking payments
- Cash float maintenance and balancing
- Performs other 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 prioritize 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

First Aid Requirement:

This position will require the role holder to obtain and maintain a basic first aid certification (formally OFA Level 1).

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.

Emergency Operations:

Anyone actively employed by the Village of Pemberton may be required to assist the Village in providing emergency services. Duties assigned during an emergency situation may differ from regular duties.

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Posting Details:

Job Location: PDCC, Cottonwood Street
Job Type: Part-time, Permanent
Application Deadline: May 30, 2025
Estimated Start Date: June 26, 2025
Job Grade: 6
Salary: \$31.86 per hour

The Village of Pemberton is committed to diversity, inclusion, and accessibility. We strive to attract and retain passionate and talented individuals of all backgrounds, demographics, and life experiences. If you have a passion for serving the community and supporting a healthy, safe workplace, we want to hear from you. We celebrate diversity and welcome applications from all interested candidates.