

## Recreation Programmer

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Permanent, full-time position

Reports to: Recreation Services Manager

### **Definition:**

The Recreation Programmer is responsible for the development, promotion and delivery of recreational, cultural and educational programs and services on a community level, including delivery of specialized programs for all ages in a variety of disciplines (sports, fitness, arts and culture, outdoor activities and other related areas of community interest). The incumbent exercises a significant degree of good judgment and initiative within established guidelines under the general direction of the Recreation Services Manager. Program development may involve coordination with other Village staff, volunteers and contractors who assist in program delivery.

### **Responsibilities:**

- Researches and develops new program ideas.
- Plans, schedules, implements, evaluates and provides feedback on a wide range of programs and services including but not limited to special events, workshops, sport, fitness, educational courses and entertainment to meet community needs.
- Develops promotional material for recreational activities.
- Selects, trains, schedules, supervises and evaluates qualified instructors, volunteers and, contractors and assists with program aims and objectives.
- Assists in maintenance of instructors' contracts.
- Maintains close contact with the public and programs to ensure a friendly atmosphere in all areas of community recreation.
- Develops and works with various committees in the community and local schools to develop recreation opportunities.
- Assists in writing grant applications.
- Registers clients, books facilities and administers daily cash procedures, as required using the PerfectMind recreation software.
- Schedules facility space and purchases equipment and program supplies for community recreation, specialty programs and summer camps.
- Maintains and purchases necessary supplies for all programs within designated budget.
- Monitors revenues and expenses within a defined area.
- Acts as a leader in programs when necessary.
- Adhere to all policies and procedures.
- Performs other related duties as assigned.

### **Skills and Qualifications:**

- Knowledge of the principles and practices of developing community programs.
- Effectively understands and assesses a variety of recreational, cultural, educational and social needs and interests within the community.
- Communicates effectively both orally and in writing.

- Understands and effectively carries out oral and written instructions.
- Possesses strong proven planning and organization skills.
- Works independently and in a team setting.
- Strong interpersonal and public relations skills.
- Demonstrates effective conflict resolution skills.
- Demonstrates strong leadership ability.
- Establishes and maintains effective working relationships with program participants, volunteers, recreation staff and the public.
- Working knowledge and effective skills related to integrating participants with disabilities.
- Demonstrates effective skills in research, record keeping, report writing and in producing high quality promotional material.
- Sound knowledge of operation of standard office equipment including the use of PerfectMind recreation software (an asset).
- Working knowledge of applicable safety regulations.
- Completion of Grade 12 supplemented by a degree / diploma in recreation or a related field from a recognized post-secondary institution plus 2 years progressively responsible experience in recreation work or area of specialty, including supervision, or an equivalent acceptable combination of training and experience.

**Required Licenses, Certificates and Registration:**

- Emergency First Aid Certificate and CPR Certificate
- Valid BC Driver's License and satisfactory Driver's Abstract
- Consent to Disclosure of Criminal Record Information and satisfactory Criminal Record Check.