

POSITION TITLE:	Programmer	POS. NO:	811
DEPARTMENT & DIVISION:	Parks and Recreation	EFFECTIVE DATE:	2012
REVIEWED OR AMENDED DATE:	April 2022	APPROVED BY:	Manager of Recreation Services

POSITION FUNCTION

Delivers and administers community-based recreation programs, events, and services.

KEY DUTIES

Plan, develop, promote, implement, administer, operate, schedule, provide direct leadership, and evaluate community-based recreation programs, events and services.

Liaise, support, facilitate and maintain strong working relationships with community members and groups in the provision of community-based recreation services.

Assists the Community Services Coordinator in the recruitment, promotion and development of program leadership staff and volunteers. Provides daily supervision to program leadership staff. Negotiate and oversee program instructor contracts.

Assists the Community Services Coordinator in the preparation and management of annual program budget to include preparation of reports and proposals regarding supplemental and capital budget items and overseeing annual expenditures and revenues.

Works with the Community Services Coordinator to perform a variety of administrative tasks including work plans, prepares reports, record keeping, service area marketing and promotions, pursues grants and sponsorships, and provides program and services information to the community and customers.

Communicate verbally and in writing with co-workers, customers, community groups, other Departments, and outside organizations and agencies. Provides excellent customer service. Attends community meetings as required.

Perform other duties where qualified.

INDEPENDENCE

Work is assigned by a Supervisor through annual objectives and work plan, and performed according to established guidelines.

Work is reviewed through discussion with Supervisor.

Issues such as the purchase of supplies and equipment, program staff supervision and schedules, booking of facilities, and program finances are handled independently as per job description; hiring and discipline of staff and modifications to policy and procedure are completed with the assistance of or referred to Supervisor.

WORKING CONDITIONS

Physical effort:

Lift and move lightweight equipment and supplies (occasional).

Mental effort:

Deal with complaints and negative comments; meet multiple deadlines (frequent).

Visual/auditory effort:

Normal.

Work environment:

Office and community program sites.

KNOWLEDGE, KEY SKILLS, AND ABILITIES

Model the Township's core values in all program activities

Accountability – we are transparent and take responsibility for our policies, our decisions and our actions.

Integrity – we practice high standards of ethical behaviour and open communication that inspires trust.

Respect – we value people and treat everyone with dignity and fairness.

Service Excellence – we strive to meet community needs and achieve high-quality results through teamwork, partnerships, innovation and creativity.

Passion – we approach our work with conviction and enthusiasm.

Knowledge of community recreation programming, planning, delivery methods, and administration.

Ability to analyze recreation program needs and develop appropriate solutions.

Demonstrated leadership skills, supervisory knowledge and ability to train leadership staff and volunteers.

Ability to develop operating and program budgets based upon work plans.

Excellent verbal and written communication skills.

Ability to develop marketing materials.
 Ability to organize and prioritize work.
 Excellent customer service skills and ability to deal with the public in a courteous and tactful manner.
 Intermediate computer skills include basic keyboarding.
 Ability to maintain accurate financial and administrative records and statistics.

QUALIFICATIONS

Formal education, training, and occupational/professional certification:

Diploma in Recreation Administration (2 years).
 Current and valid Class 5 BC Driver's License.
 Standard First Aid Certificate and CPR "C".
 Possess and maintain positive criminal record check.
 Additional portfolio specific recognized technical certifications may be required.

Experience:

2 years' related experience or an equivalent combination of education and experience.

OTHER

Length of time to become familiar with job duties and responsibilities: 6 months.
 May be required to work outside normal hours for operational reasons.
 May be requested to substitute in a more senior position.