

	<i>Title:</i> <b>Recreation Programmer</b>	<i>Date:</i> June, 1996, revised March 1998
	<i>Department:</i> Recreation, Culture and Community Services	
	<i>Classification:</i> Inside	<i>Pay Grade:</i> 17
	<i>Date Signed Off by the Union:</i>	

### **Nature and Scope**

This is a full time position that involves working with all ages from preschoolers to seniors. The Recreation Programmer will report directly to the Director of Recreation, Culture and Community Services. The incumbent will be responsible for assisting in the planning, developing, promoting and monitoring of recreational, social, sports and cultural programs for various age groups using the Douglas Recreation Centre, Timms Community Centre, City schools and other facilities. The incumbent will be comfortable working in an atmosphere of independence and will be expected to demonstrate initiative.

### **Illustrative Examples of Work**

1. Assists in planning, promoting, implementing and monitoring programs and activities.
2. Assists in evaluating the performance of contract workers, part time employees and volunteers and their program content and reports findings and recommends changes to the Director of Recreation, Culture and Community Services.
3. Processes registrations for recreation programs and rentals for use of facilities and collects monies for same.
4. Assists with selection and training of part time staff and volunteers.
5. Assists with preparation of flyers and posters and updates Recreation Centre's bulletin board periodically.
6. Assists in the administration of the facility.
7. Maintains records (i.e. inventory lists) and prepares reports as required on areas of his/her responsibilities.
8. Requisitions program supplies and collects recycled materials for instructors' use for their programs.
9. Assists in the planning, promoting and conducting of Special Events.
10. Performs other related work as required.

### **Required Knowledge, Abilities and Skills**

1. Sound knowledge of the principles, philosophy and objectives of Municipal delivery of services
2. Some knowledge of the needs and interests of various age groups

3. Ability to maintain records and prepare reports
4. Ability to plan, promote, implement, monitor and lead and evaluate recreation programs
5. Ability to work independently and without constant supervision
6. Ability to work with superiors, peers, volunteers, and other staff
7. Skill in oral and verbal communications
8. Skill in public relations
9. Skill in assisting with the training of staff and volunteers
10. Knowledge with modern office technology including use of computerized registration, graphic software

### **Desirable Training and Experience**

1. Diploma in Recreation or related discipline;
2. Extra curricular courses in subject areas related to the position;
3. Previous experience in municipal recreation; or
4. Equivalent combination of training and experience.

### **Required Licences, Certificates and Registrations**

1. Valid Standard First Aid Certificate
2. Valid Class 5 Driver's Licence in the Province of British Columbia