

## **EMPLOYMENT OPPORTUNITY RECREATION PROGRAMMER**

The Municipality of South Bruce is seeking a Full Time one (1) year contract for a Recreation Programmer. This position is responsible for the effective delivery of Municipality of South Bruce Recreation Programs under the guidance of the Recreation and Facilities Manager. This includes marketing, coordination and implementation of drop in and pre-registered recreation programs in South Bruce. The Recreation Programmer will represent the Municipality of South Bruce in a consistent, positive manner through ownership of programs, the facility, and meeting customer service expectations.

Hours of work are 35 hours per week. Regular hours Mon-Fri 8:30am-4:30pm but must be available to work evenings and weekends if required.

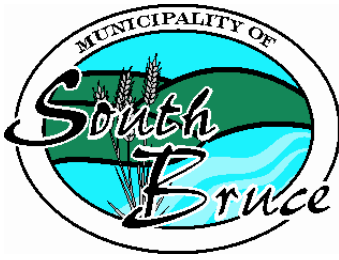
### **Education & Recommended Qualifications:**

- Must have both experience and education in the field of Recreation and Leisure Services
- Must have reliable vehicle
- Ability to work remotely at home if required

Interested candidates are invited to apply by submitting their resume with covering letter to include a paragraph or two about the importance of recreation in a community **by 2:00 pm on Friday, May 20<sup>th</sup>, 2022** to:

Rhonda Niesen, HR  
Municipality of South Bruce  
21 Gordon St E  
PO Box 540  
Teeswater, Ontario N0G 2S0

Resumes may also be forwarded to [rniesen@southbruce.ca](mailto:rniesen@southbruce.ca) in either Word or Adobe format.



## POSITION DESCRIPTION

---

POSITION TITLE: **Recreation Programmer**

DEPARTMENT: Recreation & Facilities

SALARY GROUP: #5

GENERAL SUPERVISOR: Recreation & Facilities Manager

---

### PURPOSE OF POSITION:

The Recreation Programmer reports directly to the Recreation and Facilities Manager. The Recreation Programmer is responsible for the effective delivery of Municipality of South Bruce Recreation Programs under the guidance of the Recreation and Facilities Manager. This includes marketing, coordination and implementation of drop in and pre-registered recreation programs in South Bruce. The Recreation Programmer will represent the Municipality of South Bruce in a consistent, positive manner through ownership of programs, the facility, and meeting customer service expectations.

### SCOPE OF POSITION:

#### **Program Planning**

Responsible for development, planning, implementation, and evaluation of recreation programs in South Bruce.

Continually evaluate the needs of recreation and cultural programming in the community, react to industry trends, community demographic changes, and best practices in the field. Collect and summarize participation and marketing statistics for programs.

Provide support to the Recreation and Facilities Manager to build public/private partnerships in the community to expand the Recreation and Facilities sponsorship opportunities and grow this alternative source of revenue in order to reduce budget expenses and offer low-cost programs to South Bruce.

Utilize Keystone to assist in the set-up recreation program registration, maximize participation, market programs, and coordinate email marketing messages,

Assist the Manager with hiring, orientation and training of Recreation Program staff, including seasonal day camp staff. Provide functional direction to program staff and volunteers. Bring any performance concerns to the attention of the Manager.

Ensure that Recreation and Cultural Programs meet standards for public and participant safety. Enforce rules, policies, procedures and regulations to ensure fairness, safety and equality for participants.

Implement procedures to ensure all Recreation and Cultural programs are scheduled appropriately, operate efficiently, start and end on time, and are cost effective.

---

**Communication**

Represent the Municipality of South Bruce in a professional manner at all times both internally and externally

Maintain open, clear and positive communication with participants, stakeholders, volunteers, staff and parents throughout all programs

Communicate with patrons' information pertaining to programs, policies and procedures  
Follow up and respond to inquiries, resolve complaints, and concerns from patrons and parents. When required forward these to the Recreation and Facilities Manager.

Report regularly to the Recreation and Facilities Manager of any medical or public relations incidents, program changes or interruptions, and program cancellations

Create all marketing material for recreation programs, update and provide maintenance for the recreation section of the Municipal website. This includes creation and distribution of the seasonal Recreation and Leisure Guide. Source all sponsorship for the Guide.

Prepare communication messaging for staff to communicate about recreation program information to participants, parents, stakeholders and the public.

**Technical**

Adopt the quality management principles of High Five to ensure quality assurance in service delivery. Maintain current certifications and ensure staff are certified as required.

Attend, actively participate and lead portions of staff training sessions

Ensure that timesheets of Recreation Program staff are completed accurately and submitted to the Recreation and Facilities Manager on time and properly.

Provide effective emergency response, executing proper rescue techniques and providing first aid within the scope of their training.

Work with Facility Supervisors to ensure facility readiness for participants

Complete all accident / incident reports as required

Act as a liaison between the public and program staff.

Other duties are assigned by the Recreation and Facilities Manager.

**QUALIFICATIONS (RECOMMENDED):****Education (degree/diploma/certifications)**

- Degree or Diploma in Recreation and Leisure Studies, or equivalent
- Class G Driver's license and reliable vehicle to use on corporate business
- Current Standard First Aid and CPR

- 
- HIGH FIVE - Principles of Healthy Child development ,
  - HIGH FIVE - Quest 1 & 2 (or willing to obtain within the first 6 months of start date)

**Experience**

- 3-4 years' experience with recreation programming, promotion and marketing

**Knowledge/Skill/Ability**

- Mature, reliable, confident, and possessing strong interpersonal skills
- Able to work under pressure
- Strong communication skills
- Proficient computer skills
- Working knowledge of the Keystone computer system is an asset.
- Knowledge and experience in the development, design and delivery of recreation programs.
- Must be able to work in a positive manner with other staff to resolve conflict
- A strong understanding of emergency procedures and how to manage staff and patrons in these situations

**CONDITIONS OF EMPLOYMENT:**

- Main worksite is at the Municipal Administration Building and Remotely. Incumbent will be required to travel to other recreation sites in Mildmay, Teeswater and Formosa. Position requires that the incumbent be available and visit all areas of the Community Centers and related facilities where Municipal recreation programs are occurring (outdoor aquatics facilities, area, hall, grounds, parks).
- Mental agility is required when balancing priorities and demands. Ability to think and act corporately is required. Must ensure that the safety of patrons and employees is not compromised and that expected standards of convenience and attractiveness are maintained.
- Work is subject to constant interruption. Work requires extra time to provide assistance, staff training information guidance, peak periods, and emergency situations.
- Abide by the Municipality's policies and procedures, including the Health and Safety policies.
- Attend all training sessions as required by the Municipality
- Must have reliable vehicle

**WORKING CONDITIONS:**

- Shifts are scheduled based on a 35-hour work week and demand with varying working schedules.
- The position involves a great deal of public interaction and therefore requires a high level of professionalism.
- It is expected that the recreation programmer is able to work with people of all ages and abilities to provide an inclusive facility.