

## Town of South Bruce Peninsula

### Recreation Programmer

#### Position Description

Reports to:	Manager of Parks Recreation & Culture	Status: Full Time
Last Revised:	September 28, 2021	Hours: 37.5 per week
Salary	\$59,124 to \$69,166	

#### Summary of Duties

The purpose of this position is to assist the Manager with the development, marketing and implementation of all recreational, health promotion and cultural programs for the Town, provide facility and event booking services, and work with community and non-profit organizations, minor sport groups and volunteers.

#### Qualifications

1. Two-year community college diploma or equivalent in recreation, leisure or other directly related field or equivalent education and experience would be preferred
2. Minimum 2 years related experience, preferably in a municipal setting
3. Good organization, coordination and grant-writing abilities
4. Good public relations and communication skills, both oral and written
5. Class G Driver's license and good driving record required
6. Availability of personal vehicle
7. Must have strong customer service skills. Required to be tactful when dealing with customers
8. Satisfactory Criminal Record and Vulnerable Sector Checks
9. Computer literacy utilizing Microsoft Office (Word, Excel, Outlook and Publisher), a computerized registration system (ActiveNet preferred) and desktop publishing software.
10. CPR/AED and First Aid Certificate

#### Responsibilities

##### Recreation Programming

1. Plans, schedules and organizes work priorities to submit to the Manager of Parks, Recreation & Culture to coincide with regular, ongoing and special events and recreation programs that take place in the Town facilities
2. Works with various groups to ensure that the scheduled use and booking of facilities is accomplished in an effective and efficient manner
3. Assist the Manager of Parks, Recreation & Culture with Development, research, organizing, facilitation and delivery of programs and activities for all age groups in response to community needs
4. Promotes the use of facilities so that parks, halls, campground, pool and the

- arena are used as extensively as possible. Books facilities and explains rental arrangements and regulations to users and potential users
5. Monitors and reports to the Manger on community recreation and cultural program needs and activities through environmental scans and in conjunction with the Town's strategic initiatives, policies and plans
  6. Prepares and distributes the annual community guide
  7. Establishes and maintains a strong relationship with the public, user groups and community organizations holding recreational events in the Town (ie, ball, soccer, swimming, hockey, etc.)
  8. Provides staff support to recreation-oriented committees as required
  9. Assist Youth Focus Group organizing March Break Program for youth

### Administrative

1. Assists with the recruitment and training of any volunteers, summer staff or part-time employees hired by the Town for recreation programs and Bluewater Park Campground Attendants.
2. Provide administrative support for recruiting, hiring and training Parks seasonal staff including Horticulture, Sauble Beach Maintenance, Public Works Grass Maintenance, Paid Parking Attendants, By-Law/Paid Parking Enforcement
3. Apply for funding for seasonal staff positions
4. Provides Support and guidance to staff who are assigned to recreation programs, paying special attention to due diligence for occupational health and safety and risk management policy
5. Maintains awareness of community resources, events, activities, needs and services
6. Prepares reports for the Manager of Parks, Recreation & Culture for submission to Council and/or committees.
7. Tracks and provide information on the net cost and/or revenues attributable to recreation programming to the Manager of Parks, Recreation & Culture
8. Maintain good working relationship with seniors groups, applying for grants to assist in programming

### Facilities

1. Maintains a facility booking system and is accountable for accurateness of booking charges submitted to the Finance Department for invoicing
2. Oversees rental permits and forms for all Town facilities ensuring all documentation is provided prior to rentals
3. Bluewater Park campground responsibilities include booking transient sites from October to May, contract renewals for seasonal sites, maintenance of the campground waiting list
4. Coordinates sponsors for public skating and swimming
5. Maintains Community Gardens at Gateway Haven ensuring rules and regulations are followed by gardeners.
6. Monitors and updates messages on Marquee Signs at Town Hall and Sauble Beach Community Centre and Community Event Sign

### Events

1. Maintains a knowledge of and promotes events and programs in the community
2. Coordinates the Town's Special Events policy and application process
3. Ensures that event organizers meet all policy requirements

### **Working Conditions**

- Works in presence of users of all ages, and has a relatively high public profile
- Public speaking required
- Deals with a high volume of varied tasks; constant changes of priority
- Constant attention to customer service demeanor required
- High level of initiative required