

TOWN OF COMOX
CLASS SPECIFICATION

CLASS TITLE:	RECREATION PROGRAMMER
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NATURE AND SCOPE OF WORK

The Recreation Programmer is responsible for planning, implementing, supervising and evaluating a variety of programs and special events as directed by the Recreation Supervisor. The work involves promoting interest and participation in programs, liaising with a variety of internal and external contacts, and directing the work of instructors and volunteers.

REPORTING RELATIONSHIPS

This position reports to the Recreation Supervisor. Positions that report directly to the Recreation Programmer are:

- Program Instructors
- Volunteers

TYPICAL DUTIES AND RESPONSIBILITIES

- Plans, schedules, coordinates, implements, supervises and evaluates a variety of programs and special events as outlined by the Recreation Supervisor.
- Coordinates and contracts recreation service contractors.
- Assists in the promotion and marketing of programs including drafting program information for seasonal brochures.
- Prepares and submits instructor and contractor records for payment as required.
- Assists in the hiring, supervision and evaluation of instructors, recruits volunteers and coordinates training and orientation for instructors and volunteers.
- Supports and promotes exceptional customer service.
- Assists in developing, implementing and evaluating short and long term plans for the delivery of Recreation Department services.
- Assists with the development of relevant policies and procedures.
- Liaises with community organizations and works in partnership to provide recreation services; participate in various related internal and external committees.
- Purchases equipment and program supplies as provided in budget; maintains equipment inventory; and ensures the ongoing maintenance of equipment.
- Ensures the safety and security of staff, public, and facilities by following appropriate workplace safety and general risk management regulations, policies and procedures. Directs the implementation of emergency procedures as appropriate.
- Attends administrative, staff and public meetings and makes presentations as required.
- Submits reports to the Recreation Supervisor as requested. Maintains and updates a variety of statistical data pertaining to areas of responsibility. Prepares overviews and summation including any recommendations.

- Assumes assigned duties of the Recreation Supervisor in his/her absence.
- Performs back-up functions and other related duties as assigned or required from time to time.
- Performs first aid.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Completion of a degree or diploma from a recognized institution in recreation or related discipline and a minimum of 3 years experience or a combination of training, work and volunteer experience.
- Valid Class 5 driver's license.
- Knowledge of the principles, practices and objectives of community recreation services.
- Strong computer skills with knowledge and experience with MS suite of office programs and recreation software.
- Staff supervisory experience
- Strong interpersonal, communication, presentation, public relations, negotiation, problem solving, decision making, leadership and general management skills.
- Ability to comprehend detailed instructions orally and in writing and implement company policies and procedures.
- Strong written and verbal communication skills
- Highly motivated and ability to work as a team and independently.
- High level of sound and independent judgement and reasoning.
- Able to deal with people in a sensitive, tactful, diplomatic and professional manner at all times.
- Ability to establish and maintain effective relationships with a variety of groups, businesses and customers.
- Ability to complete accurate records and reports.
- Clean criminal record check.
- Emergency First Aid CPR-C & AED (Basic)
- Occupation First Aid Level 1.