



FULL-TIME RECREATION PROGRAMMER
COMOX COMMUNITY CENTRE

The Town of Comox invites applications for the permanent **Recreation Programmer** position, focusing on Fitness programming and Summer Camps. This is a regular, full-time (35 hours per week) union position with current rate of pay at \$34.77 per hour plus benefits. The position includes a three-month probationary period and is subject to the terms and conditions of the current Collective Agreement between the Town of Comox and CUPE Local 556. The successful applicant will be required to work Sunday through Thursday, 8:30 am – 4:30 pm, with occasional evening and/or statutory holiday shifts. During July & August, the schedule will change to Monday - Friday 8:00 am - 4:00 pm. This position will appeal to candidates who are enthusiastic about the active lifestyle and variety of recreational activities that the Comox Valley has to offer and excited about joining a team, focused on providing a variety of fitness programs to our active population.

Reporting to the Recreation Supervisor, the successful candidate is responsible for planning, implementing, supervising and evaluating a variety of programs including Fitness, Adult/Senior programs, Summer Camps and community special events, with instructors and contractors. The Recreation Programmer's work includes promoting interest and participation in recreation programs, organizing the work of instructors and volunteers, as well as organizing and executing community special events.

Typical Duties & Responsibilities include:

- Planning, scheduling, coordinating, implementing, supervising and evaluating a variety of programs and special events;
- Assisting in promotion and marketing of programs;
- Liaising with community organizations and working in partnership to provide recreation services;
- Recruiting, training, scheduling and evaluating employees and contractors;
- Equipment & supply inspection, purchases, and replacement within the respective budget;
- Assisting in developing, implementing and evaluating short and long-term plans for recreation services; and
- Supporting and promoting exceptional customer service.

Required Knowledge & Skills:

- Completion of post-secondary degree in recreation or related discipline from a recognized institution;
- Minimum of three (3) years' experience or a combination of education, training and experience;
- Experience with recreation management software preferred;
- Knowledge of marketing strategies and techniques;
- Staff supervisory experience;
- Excellent computer skills, including Excel, Word, and Outlook;
- Strong interpersonal, communication, presentation, public relations, negotiation, problem solving, decision making, leadership and general management skills;
- Teamwork, flexibility, exceptional communication skills and experience in all recreation programming
- Emergency First Aid & Community Care (Basic) with CPR C & AED, or greater;
- Valid Class 5 BC Driver's license; and
- Current clean criminal record check.

A complete job description is available at www.comox.ca/employment

Interested applicants are invited to submit their resume and cover letter by email to jobs@comox.ca
Applications will be received until **4:00 pm Thursday December 5th, 2024.**

We wish to thank all applicants however only shortlisted candidates will be contacted.