



## THE CORPORATION OF THE TOWNSHIP OF CENTRE WELLINGTON

### RECREATION PROGRAMMER

#### TEMPORARY, FULL TIME (35 HOURS PER WEEK) – 14 MONTH CONTRACT

The Recreation Programmer is responsible for the effective delivery of the Centre Wellington recreation programs under the guidance of the manager. This includes marketing, coordination and implementation of drop-in and pre-registered recreation programs in Centre Wellington.

#### Key Major Responsibilities

Duties include but not limited to:

#### Program Planning

- Responsible for development, planning, implementation, and evaluation of recreation programs in Centre Wellington.
- Continually evaluate the needs of recreation 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.
- Build public/private partnerships in the community to expand the Parks and Recreation sponsorship opportunities and grow this alternative source of revenue in order to reduce budget expenses and offer low-cost programs to Centre Wellington.
- Provide support to the manager for the delivery of fitness programming in Centre Wellington.
- Utilize ActiveNet and all other recreation software programs in Centre Wellington to 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 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 programs are scheduled appropriately, operate efficiently, start and end on time, and are cost effective.
- Engage representatives from organizations serving persons with disabilities, low-income populations and other under-represented populations to ensure Centre Wellington Recreation Programs are adequately reaching such groups.
- Grow the Recreation Program volunteer program, make volunteerism accessible and meet the needs of the volunteers.

#### Communication

- 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 Manager.
- Report regularly to the 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 Township's 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 time cards of Recreation Program staff are completed accurately and submitted on time and properly.

- Provide effective emergency response, executing proper rescue techniques and providing first aid within the scope of their training.
- Ensure facility readiness for participants.
- Complete all accident / incident reports as required.
- Ensure cleanliness of facility during operation.
- Maintain proficient skills to utilize ActiveNet software to assist in administration of programs and services. Ensure the Township is maximizing efficiencies and marketing capabilities with the ActiveNet Program and all other Recreation Program software utilized by the department.
- Provide back-up support to recreation administrative and customer service staff at the Centre Wellington Sportsplex as required.

**Minimum Qualifications and Requirements:**

- Post-secondary diploma in Recreation and Leisure Studies or equivalent.
- Minimum of one (1) year experience in recreation programming, promotion and marketing.
- Current Emergency First Aid certification
- HIGH FIVE - Principles of Healthy Child development.
- HIGH FIVE - Quest 1 (or willing to obtain within the first 6 months of start date).
- Class G Driver's license and reliable vehicle to use on corporate business.
- Mature, reliable, confident, and possessing strong interpersonal skills.
- Able to work under pressure.
- Strong communication skills.
- Proficient computer skills in Microsoft Office Suite.
- Working knowledge of the Active Net 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.

**Annual Salary:** \$64,066 per annum

**How to Apply:** Interested applicants are invited to submit their cover letter and resume combined in one document in MS Word or PDF format by email to [careers@centrewellington.ca](mailto:careers@centrewellington.ca) by **June 26, 2024, at 11:59 p.m.** Please quote job posting '2024-027' in the subject line.

To learn more about the Centre Wellington community and the requirements for this position, please visit the Township's web site at [www.centrewellington.ca](http://www.centrewellington.ca) and search the Job Opportunities link. The successful candidate will be required to provide proof of current and valid certificate(s) and/or educational qualifications. We thank all those that apply; however only those candidates selected for an interview will be contacted. No phone calls please.

*Information gathered relative to this position is done so in accordance with the Municipal Freedom of Information and Protection of Privacy Act and will only be used for candidate selection. Accessibility accommodations are available for all parts of the recruitment process. Applicants must make their needs known in advance.*