

EMPLOYMENT OPPORTUNITY

Recreation Programmer

Permanent Part Time

Recreation & Parks

Internal/External

Competition No.: 2021-054



www.rdn.bc.ca



rdncareers@rdn.bc.ca

SKILLS/EDUCATION

- Strong interpersonal, communication, conflict resolution and leadership skills.
- Proven ability to plan and achieve goals, develop budgets, and schedule events and activities.
- Undergraduate degree in Recreation Administration/Leisure Services Management or a related field plus a minimum of 2 years prior job-related experience plus a minimum of one-year supervisory experience or an equivalent combination of training and experience.

APPLICATION DETAILS

Please quote competition 2021-054 and submit a cover letter and resume clearly outlining your education, experience, and qualifications as they relate to this position. Click to [APPLY](#).

**Applications will be accepted until:
4:00 pm, on July 2nd, 2021**

ABOUT THE ROLE

The Regional District of Nanaimo is seeking a permanent part time Recreation Programmer.

Reporting to the Superintendent of Recreation Program Services, contributes to the effective operation of the Recreation & Parks Department through the planning and implementation of community development services and recreation programs.

QUALIFICATIONS

Undergraduate degree in Recreation Administration/Leisure Services Management or a related field plus a minimum of 2 years prior job-related experience plus a minimum of one-year supervisory experience or an equivalent combination of training and experience.

Excellent verbal and written communication skills and a general knowledge of computer applications are essential.

POSITION DETAILS

This is a permanent part time (up to 35 Hours per week) Union Position. The (2020) rate of pay is \$33.41 to \$37.12. The position offers an attractive benefits package as provided within the collective agreement between the Regional District of Nanaimo and the Canadian Union of Public Employees, Local 401.

A criminal record check is required as a condition of employment with the Regional District of Nanaimo

We thank all applicants in advance for their interest; however, only those selected for further consideration will be contacted

Recreation Programmer

Recreation and Parks Services

JOB SUMMARY

The Recreation Programmer contributes to the effective operation of the Recreation & Parks Department through the planning and implementation of community development services and recreation programs. This position supports the Recreation & Parks Department by assisting team members in their duties, as required, to meet service expectations, departmental goals, and objectives.

PRIMARY DUTIES AND RESPONSIBILITIES

The following duties and responsibilities of a Recreation Programmer may vary dependent upon the focus of the position within the various recreation service functions of the Recreation and Parks Department including Aquatics, Arenas, Recreation Coordinating in District 69, and other specific Electoral Areas.

- Plans, implements, and evaluates a wide range of recreation programs and special events.
- Assists in the hiring of staff including regular and summer/casual staff, program instructors/leaders and volunteers; responsible for orientation and training, scheduling of and overseeing staff, providing leadership and support while assigning their work as applicable.
- Involved in a variety of administrative tasks including program development, maintenance, registration, and budgeting; preparation of resource and promotional materials; and report writing.
- Communicates regularly with program participants and parents/caregivers regarding a variety of program/event issues as applicable.
- Attends meetings and liaises with a variety of organizations regarding recreation service issues as required including various Regional District Commissions and Committees; facility user groups; government and school board representatives; local recreation and service organizations and local businesses.
- Works in a community development capacity with community agencies and may be involved in coordinating or assisting with Department services such as field and facility bookings and schedules, and Financial Access, Inclusion, Parks Permitting administration and Volunteer and Grant programs as required.
- Programmers working with youth provide considerable hands-on, direct leadership roles as required.
- Responsible for working varied hours, as required.
- Performs other related duties, as required.

JOB QUALIFICATIONS

Education/Experience

- Undergraduate degree in Recreation Administration/Leisure Services Management or a related field plus a minimum of 2 years prior job-related experience plus a minimum of one-year supervisory experience or an equivalent combination of training and experience.

Skills/Abilities

- Maintains current First Aid and CPR “C” certification.
- Aquatic Programmer must also possess and maintain the following certifications:
 - National Lifeguard Service Award
 - National Lifeguard Instructor Award
 - Lifesaving Society Instructor Award
 - Lifesaving Society Instructor Trainer Award
 - Red Cross Water Safety Instructor
 - Red Cross Water Safety Instructor Trainer Award
 - Pool Operators Certificate Level I
- Strong interpersonal, communication, conflict resolution and leadership skills.
- Proven ability to plan and achieve goals, develop budgets, and schedule events and activities.
- Effective written and verbal communication skills.
- Keyboarding, word processing and a general knowledge of computer applications.
- Ability to work independently, under pressure and to deadlines.
- Possession of a valid Class 5 BC Drivers Licence.

Reporting Relationship

Recreation Programmers report to the respective services function Superintendent.

Provides direction to program staff including Skate Session Leaders, Aquatic Team Leaders, Lifeguard/ Instructors, Recreation Program Assistants, Summer Leaders, Term Instructors and Volunteers.