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## **PROGRAMMER (Fitness, Adult and Special Events)**

<b>Approval Date:</b>	May 2022	<b>Department:</b>	Recreation & Culture
<input type="checkbox"/> IAFF	<input checked="" type="checkbox"/> CUPE	<input type="checkbox"/> Management	
<b>Title of Management Supervisor:</b>	Recreation & Culture Program Supervisor		

### **General Accountability:**

#### **Purpose and Scope**

Reporting to the Recreation & Culture Program Supervisor and taking day to day direction from the Program Coordinator, the Programmer works with the Program Coordinator in the planning and development of recreation and culture services for the City of Campbell River with respect to fitness, adult programs and community special events.

For the purpose of staff development and to meet operational needs, the programmers may rotate on a regular basis and will undertake cross-training to assist with relief in different program areas.

### **Nature and Scope of Work**

- Plan, implement, promote and evaluate programs and special events with respect to fitness, adult programs and special events considering all ages, stages and abilities.
- Assist with community outreach initiatives.
- Work with the Program Coordinator to apply for grants for adult and fitness programs, special events, and community initiatives.
- Assist in recruiting, training, supervising and evaluating program and fitness staff and volunteers in the programs offered.
- Implement training and orientation for staff and volunteers working in program area.
- Assist in the development and monitoring of program budgets at a program level.
- Complete advertising, marketing, staffing, room bookings for programs and events
- Input, manage and analyze program related data from the recreation management software system
- Responsible for monitoring and maintaining the condition of fitness, cardio and weight training equipment.
- Provide leadership to promote and maintain positive public relations.
- Provision of ongoing support and training to ensure that program leaders build trust and relationships with participants.
- Assist the Program Coordinator with community development by:
  - Collaborating with community groups to offer programs and community special events; and
  - Facilitating community engagement opportunities to identify needs and trends.
- Substitute-in programs and classes on an as needed basis.
- Attend meetings as required.
- Complete seasonal reports on programs offered.
- Other related duties as may be assigned.

### **Necessary Qualifications**

#### **Knowledge:**

- Proven knowledge of fitness class formats, weight training programs, personal training, post rehabilitation fundamentals and fitness equipment.
- Clear understanding of the goals and objectives of recreation and inclusion.
- Clear understanding and ability to encourage Community Development.
- Knowledge of WorkSafeBC regulations and safe work procedures.

- Knowledge of fundamentals of accident prevention.

**Skills:**

- Excellent interpersonal skills.
- Effective verbal and written communication skills.
- Demonstrated teambuilding and leadership skills.
- Effective organizational, planning and time management skills.
- Demonstrates the Department's core values: teamwork, respect, integrity, acceptance and communication.
- Proficiency in basic level of Microsoft Word (minimum 60% within the past 18 months).
- Familiar with digital design and publishing software programs.
- Familiar with online recreation registration systems.
- General computer literacy.

**Abilities:**

- Proven ability to deal courteously and tactfully with the public, user groups, other agencies and internal departments.
- Proven ability to work within and contribute to a proactive team environment.
- Proven ability to supervise staff and volunteers.
- Ability and willingness to contribute to maintaining a respectful, safe and supportive work environment that embraces diversity, along with treating everyone with courtesy, dignity and fairness.

**Education:**

- Two year diploma in recreation or closely related field, from a recognized post-secondary institution, combined with a minimum of three (3) years' experience programming fitness and community programs, within the last seven (7) years.

**OR**

A one (1) year certificate program in recreation or closely related field, from a recognized post-secondary institution, combined with a minimum of five (5) years recent experience within the last ten (10) years, programming fitness and community programs.

**Training:**

- Must possess and maintain a criminal record and vulnerability sector check.
- Must possess and maintain valid Emergency First Aid and CPR certifications.
- Must possess and maintain a valid Class 5 driver's license and must produce and maintain a clean driver's abstract, as per City policy.
- Current BCRPA certification in Group Fitness, Weight Training, and Third Age.

**Experience:**

- Three (3) years recent experience in planning, scheduling, marketing, and promoting of community recreation programs and services, within the last seven (7) years.
- Two (2) years recent supervisory experience, within the last seven (7) years.
- Experience working with citizens of all ages and abilities.

**Preferred Criteria: (External Postings)**

- Experience working with "Perfect Mind" or similar recreation management software
- Degree in Recreation or related field
- Current certification or willingness to obtain BCRPA certified ICE Evaluator in Fitness, Weight Training and Personal Training.
- NL Certification, WSI Certification, LSI Certification
- Valid Class 4 Drivers License
- Access to a personal vehicle for business use

**Unusual Working Conditions**

- Some evenings, weekends and split shifts may be required.
- Working in an outdoor environment in all weather conditions.