

Town of Caledon

make a difference



Job Title: Programmer, General Programs

Closing Date: October 9, 2022 @ 11:59pm

The Town of Caledon is a dynamic municipality that successfully balances urban, rural and agricultural communities. Our energetic staff are guided by our core values that create an environment for continuous improvement and customer service excellence.

In addition to offering exciting career opportunities, the Town also provides a competitive and comprehensive total rewards package. Come see how you can ***make a difference***.

The Opportunity

Reporting directly to the Coordinator, General Programs this role is responsible for effectively delivering, administering, and supervising various recreation initiatives while promoting access and equitable processes for residents. You will provide supervision to volunteers, contract and part time staff, coordinate and oversee work for the various recreation program areas while ensuring customer satisfaction and safety. As the Programmer, General Programs, you will perform the following duties, including but not limited to:

- Assist in the planning, development and execution of a variety of recreation programs, services and initiatives, including inclusive opportunities.
- Analyze and assess recreation program requirements and present recommendations to the Coordinator.
- Assist in the identification of trends, demographics and new techniques to determine the needs of the community ensuring that the market is responsive to provided programs.
- Respond to emergencies, customer inquiries and complaints, and ensure a positive relationship between the public, outside agencies and internal staff at all times.
- Recruit, train, and evaluate contract, volunteer and part time staff.
- Provide exceptional internal and external customer service.
- Order supplies and ensure financial accountability for assigned cost centers.

The Ideal Candidate

We are seeking an enthusiastic professional with a post-secondary degree/diploma in Recreation & Leisure studies or a closely related field. Our ideal candidate has one year of experience in a recreation setting. It is



6311 Old Church Road
Caledon, ON L7C 1J6
www.caledon.ca

T. 905.584.2272 | 1.888.225.3366 | F. 905.584.4542

preferred that the candidate also have the following certifications: HIGH FIVE®, Standard First Aid, PHCD, Quest 1 Trainer

The ideal candidate will have demonstrated customer service excellence that reflects Caledon's quality standards: accurate, courteous, responsive and easy to navigate. We are seeking an individual with superior interpersonal skills including the ability to work effectively in a team environment, a demonstrated ability to exercise significant discretion and sensitivity involving regular access to confidential data.

The successful candidate for Programmer, General Programs will be required to work a flexible schedule, including in the office, remotely and after hours (as required).

This position offers a salary range of \$61,451.34 - \$72,845.88 plus a competitive benefit package.

Satisfactory passing of a vulnerable sector check, and proof of qualifications will be required of any successful candidate(s) for this position.

New employees who commence employment on or after November 15, 2021 are required to be fully vaccinated against COVID-19, as a condition of employment. Being fully vaccinated is determined as the status of having received the full series of approved vaccines (both doses of a two dose vaccine series, one dose of a single dose vaccine series) and any additional doses required and approved by Health Canada and having satisfied the full post vaccination period required to ensure vaccination efficacy. The Town of Caledon reserves the right to request proof of vaccination at any time. Acceptable proof includes an Ontario Ministry of Health COVID-19 vaccine receipt which you can obtain through the Provincial portal <https://covid19.ontariohealth.ca/>, or other government-issued vaccine passport or certification. The requirement to be fully vaccinated is subject to the Ontario Human Rights Code.

The Town is committed to diversity and inclusivity in employment and welcomes applications from qualified individuals of diverse backgrounds. The Town is an equal opportunity employer that is committed to an inclusive and barrier-free workplace. If your application requires accommodation, please contact People Services at (905) 584-2272 Ext. 4738.

How To Apply

To learn more about employment with the Town of Caledon and to apply for this exciting and challenging opportunity, visit: www.caledon.ca/careers

If needed and upon request, this document can be made available in an alternative format.



6311 Old Church Road
Caledon, ON L7C 1J6
www.caledon.ca

T. 905.584.2272 | 1.888.225.3366 | F. 905.584.4542