



## **EMPLOYMENT OPPORTUNITY**

### **Recreation Programmer**

**Closing Date:** March 28, 2023 at 4:00pm (Yukon Time)

**Job Type:** Full-time, Permanent

**Department:** Parks and Recreation

**Pay Range:** TBD; based on experience (Range 8 of current Collective Agreement wage grid)

**Hours:** 40 hours/week (flexible schedule)

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Reporting to the Recreation Manager, the Recreation Programmer is responsible for developing, implementing, and supervising fun, safe, and entertaining activities and programs that promote recreation, creativity, and inclusivity for all ages. The Recreation Programmer liaises with other community organizations to provide diverse programs and events in sport, outdoor, arts, and culture.

#### **Duties and responsibilities include but not limited to:**

- Facilitate the development and delivery of community-based sport, culture, and recreation programs, including the development of program formats and content, recruitment of instructors, advertisements, and evaluation of the effectiveness of the programs;
- Lead and coordinate Recreation Department special events, including facility bookings and set-up/takedown;
- Ensure proper control and utilization of Recreation facilities by users so that facilities are active and well-used to provide maximum value and benefit to the community;
- Develop and maintain good working relationships with the public, community groups, user groups, and schools, and identify and facilitate collaboration opportunities;
- Assist the Recreation Manager in the development of an annual operating budget for the department;
- Assist in the research and applications to various outside funding sources, to enhance the development and delivery of recreational activities in the community;
- Participate in the development and review of policies and procedures, the promotion of programs and facilities, and committees and working groups, as assigned;
- Ensure the safety of participants and mitigate risk by following municipal safety policies and WCB safety standards;
- Work in conjunction with the Recreation Manager and provide updates on program attendance, program development, and any concerns or issues;
- Ensure that accurate participant registration and records are completed, maintained, and held confidentially; and,
- Undertake professional development as required and keep all job-related certifications current.

## **Qualifications and Experience:**

- Minimum Grade 12 graduate with post secondary course work or relevant work experience in recreation or related field;
- Demonstrate an understanding of youth engagement and physical literacy with experience working in a recreational setting;
- Basic computer experience or training;
- Experience in event and community planning;
- Past volunteer experience an asset;
- Basic knowledge of various funding agencies;
- Ability to plan, supervise, develop, implement, and evaluate recreational programs;
- Experience in conflict resolution and problem solving;
- Excellent communication skills, both written and oral;
- Exceptional organizational and time management skills;
- Strong desire and ability to provide leadership and motivate people; and,
- Ability to maintain confidentiality.

## **Additional Information:**

The Recreation Programmer is a permanent, full time, unionized position. The schedule for this position is based on a 40-hour work week and must be flexible to accommodate evening, weekend, and holiday programming and activities.

The salary for this position falls within Range 8 in the current Town of Watson Lake Collective Agreement wage grid. Starting wage will be based on a combination of education and experience.

This position offers a full range of benefits, including relocation allowances and medical and dental insurance, and is subject to the terms and conditions of the Town of Watson Lake Collective Agreement.

The successful candidate is required to supply a criminal record and vulnerable sector check and a copy of credentials prior to their start date.

The successful applicant must hold or be willing to complete Standard First Aid certification.

## **How to Apply:**

For general inquiries about this job posting, please contact Cam Lockwood by emailing [cao@watsonlake.ca](mailto:cao@watsonlake.ca) or by calling 867-536-8000 ext. 5.

***To apply for this position, please submit a resume and cover letter, clearly outlining qualifications and experience as it relates to this position to Tiffany Lund, no later than Tuesday, March 28, 2023, at 4:00pm (Yukon Time):***

Email: [cdo@watsonlake.ca](mailto:cdo@watsonlake.ca)

In Person: Town Office, 710 Adela Trail, Watson Lake

***We thank all applicants for their interest, however only those individuals selected for an interview will be contacted.***