



**GEORGINA**

## Employment Opportunity

Town of Georgina Human Resources  
careers@georgina.ca



### **Recreation Programmer – Special Events**

**(CUPE 905.03.43)**

**(Job ID#2023.136)**

<b>Department:</b>	Community Services
<b>Division:</b>	Client and Cultural Services
<b>Location:</b>	Georgina Leisure Pool
<b>Status:</b>	Permanent, Full-time
<b>Hours of Work:</b>	35 hours per week (Includes days, evenings and weekends)
<b>Number of Positions:</b>	1
<b>Wage Range:</b>	\$36.95 - \$41.06 per hour
<b>Date Posted:</b>	September 22, 2023
<b>Date Closing:</b>	October 6, 2023

#### **Come work with us!**

Employment with the Town of Georgina offers an opportunity to make a positive difference in our community. We are a progressive, forward-thinking organization focused on continuous improvement, innovation and providing exceptional customer service. We offer a collaborative team environment and an excellent place to take charge of your career.

#### **Position Purpose:**

Responsible for the planning, development, coordination, implementation and administration of programs and special events for all ages within the Town of Georgina (see specific portfolio addendum for more information). ***For full details, please see attached job description.***

#### **Minimum Qualifications**

- Minimum of College Diploma in a field of recreation or a relevant discipline
- Minimum of three years previous related experience in recreation programming for all ages and abilities, including one year in a public sector environment;
- Must provide a Vulnerable Sector Police Check to verify suitability for this position;
- Valid Class "G" Driver's Licence and reliable vehicle to use on corporate business;
- York Safe Food Handlers Certification;
- Standard First Aid & CPR-C Certification;

#### **How to apply**

Qualified applicants are invited to submit a resume and cover letter, identifying the Job Title and Job ID#. Please apply by visiting the [www.georgina.ca/careers](http://www.georgina.ca/careers) no later than 11:59 pm on the closing date. The assessment process may include a practical test and/or interview.

#### **Committed to diversity and a barrier-free environment**

The Town of Georgina is an equal opportunity employer committed to inclusive, barrier-free recruitment and selection processes and work environments. We encourage applications from people with disabilities and will accommodate the needs of applicants under the [Ontario Human Rights Code](#) and the [Accessibility for Ontarians with Disabilities Act \(AODA\)](#) throughout all stages of the recruitment and selection process. Please advise the Human Resources Team if you require an accommodation(s) and we will work with you to meet your needs throughout any stage of the process. Please be advised that this information will be treated in a confidential manner.

**We thank all candidates for their interest, however only those being considered will be contacted.**

*Personal information collected will be used in accordance with the Municipal Freedom of Information and Protection of Privacy Act for the purpose of candidate selection. Further information concerning the collection of personal information should be directed to the Human Resources Manager, Town of Georgina, 26557 Civic Centre Road, Keswick, ON L4P 3G1 (905) 476-4301*

## **JOB DESCRIPTION**

<b>POSITION:</b>	Recreation Programmer	<b>JOB NO:</b>	30
<b>DEPARTMENT:</b>	Community Services	<b>DIVISION:</b>	Client and Cultural Services
<b>GRADE:</b>	13	<b>DATE PREPARED:</b>	Amended March 2023,

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### **PRIMARY FUNCTION:**

Responsible for the planning, development, coordination, implementation and administration of programs and special events for all ages within the Town of Georgina (see specific portfolio addendum for more information).

### **SUPERVISION RECEIVED:**

Sponsorship and Special Events Supervisor

### **DIRECTION EXERCISED:**

As per assigned specialty area (see specific portfolio addendum for details)

### **INDIRECT SUPERVISION**

Service providers, volunteers, board members and seasonal/sessional staff

### **WORKING PROCEDURES:**

- Supervise staff and volunteers including interviewing and recommending for hire, orienting, training, monitoring and conducting performance evaluations as applicable in specific areas. Ensures casual/sessional staff and volunteer job duties and responsibilities are clearly defined and documented. Completes, verifies and reports biweekly payroll for assigned staff, forwarding to supervisor for authorization;
- Administers the special needs program for special events and program activities including: camps (inclusion/accessibility programs for all programming areas); recommendations to hire and train staff, and co-ordinating mediators for participants/families and working with local agencies;
- Supervises the day to day operations of the assigned program areas including: implementing and scheduling events/programs/activities, marketing services; implementing appropriate accounting procedures; coordinating program registration and tracking, maintaining inventory of equipment and office supplies, preparing facility rental contracts, policy development;

ensuring programs/activities/events comply with Town bylaws, applicable legislation and Public Health and Safety Standards;

- Works in collaboration with on-site facility workers for set-up, take-down and delivery of equipment needed regarding other maintenance needs as appropriate for special events and/or programs and actively participates in community events when required;
- Liaises with sponsors, participants, parents, families, general public, external agencies including service organizations, other levels of government and interdepartmental staff, corporations, program serving service agencies and educational institutions;
- Scheduling of school facilities for community run programs, issuing permits and booking rentals in co-operation with the two Boards of Education. Also schedules and manages the implementation of leisure programs for the shared use school facilities as well as Town of Georgina facilities and ensures equipment, supplies and material are available;
- Conducts program interest surveys, analyzes results and makes recommendations on program changes to seasonal programs and special events and implements changes as appropriate;
- Ensures a positive, secure environment for participants and staff through active research and recommending changes and/or procedures to senior staff;
- Provides standby support to program instructors, recreation facilitators, challenge course facilitators, special event organizing committees and town facility and shared use facility staff;
- Manages volunteer recruitment, training and resource allocation; maintains an inventory of volunteer support; assists in the development of policies, systems and procedures; ensures volunteer job functions are clearly documented; ensures policies in effect re safety and security of volunteers as well as staff; develops and maintains an inventory of forms;
- Establishes and coordinates volunteer committees, chairs and/or attends meetings and reports progress to the appropriate supervisor;
- Coordinates/implements and/or facilitates seminars and workshops for volunteer groups and organizations related to special events/programs as required;
- Prepares, edits and submits program/special event promotional materials, bulletins and copy for assigned area for publication in the Town of Georgina web page. Promotes and builds awareness of recreational opportunities available amongst all residents and provides information on same;
- Ensures Community Services web content is timely, relevant and accurate at all times and specific to web information via ongoing liaison with the designated department lead that works with the Information Technology Department;
- Responsible for development of the annual business plan for specialized programmer portfolio that links with the key performance indicators, business unit, department and service bundle operating budgets and the community strategic plan;
- Prepares and forwards background information to support the development of the annual operating budget for programming and special events for the community at the various

facilities. Monitors day-to-day expenditures; authorizes purchases to approved limits, provides input into the capital budget preparation;

- Collaborates with organizations, associations, businesses, government entities and community representatives to attain funding for special events and programs;
- Develops a revenue generation plan across specialized program portfolio; monitors revenue plan throughout the year in order to achieve budget;
- Responds to concerns, inquiries, and complaints from the community, communicating same to senior staff as appropriate via written and verbal reporting;
- Provides readily available and accessible resources to patrons requiring assistance with family-related difficulties including providing referrals and information to appropriate external agencies;
- Establishes and maintains effective working relationship with event organizers, local artists and arts and culture groups, schools and outside agencies regarding programs, administration, awards and issues pertaining to recreation, Region of York Recreationists Planning Committee including providing assistance, guidance, information, etc., as required;
- Solicits and manages in kind donations from the community as well as prepares a summary report of all in kind donations;
- Communicates with Facility Operations staff regarding program, special events, facility maintenance, safety issues, and set-up requirements for facility use;
- Follows established procedures to recognize abuse and at risk participants in accordance with the Child & Family Services Act;
- May be required to prepare reports/make recommendations and attend Council, Committee, community group, public and/or other meetings related to Program Services and special events;
- Ensures staff is trained in appropriate Health & Safety and Code of Conduct compliance areas and performs audits to ensure appropriate health & safety measures are in place;
- Documents and forwards to appropriate staff all irregular activity, accidents and incidents within a timely manner;
- Other duties as outlined in the specific portfolio addendum.

**The above statements reflect the general details considered necessary to describe the principal functions and duties of the position and will not be construed as a detailed description of the work requirements that may be inherent in the job.**

#### **SKILL/KNOWLEDGE REQUIREMENTS:**

- Minimum of College Diploma in a field of recreation or a relevant discipline
- Minimum of three years previous related experience in recreation programming for all ages and abilities, including one year in a public sector environment;

- Experience in the assigned recreation programming area is considered an asset;
- Working knowledge of direct and indirect programming, community development and promotional techniques;
- Working knowledge of electronic scheduling and booking system (ActiveNet), as well as other business applications within the Windows environment.
- York Safe Food Handlers Certification or willing to obtain;
- Standard First Aid & CPR-C Certification;
- Strong organizational, public relations, communication, supervisory and analytical skills;
- Knowledge of and experience with various pieces of legislation that govern the specialty program area including but not limited to health and safety legislation
- Availability to attend evening and/or weekend meetings, programs and special events as necessary;
- Must provide a Police Vulnerable Sector Check to verify suitability for this position
- Valid Class "G" Driver's Licence and reliable vehicle to use on corporate business
- Up to one year period of adjustment, orientation and adaptation on the job.

### **RECREATION PROGRAMMER - SPECIALTY AREA**

**POSITION:** Special Events

**DEPARTMENT:** Community Services

**DIVISION:** Client and Cultural Services

**DATE PREPARED:** March 2012; amended January 2023

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### **ADDITIONAL RESPONSIBILITIES:**

In addition to the job description outlined for Recreation Programmer:

- Coordinate all aspects of facility permitting related to special events indoor and outdoor public spaces, recreation facilities, business spaces, schools, school parking lots, etc. Coordinates permit requirements including but not limited to, buildings, public health, alcohol and gaming, open-air burning, fireworks, etc. and ensures that all third-party vendors/contractors/community organizations and volunteers abide by federal, provincial and municipal regulation while on-site for a Town of Georgina special event. Liaises with municipal and regional road departments along with emergency services to coordinate appropriate road closure requirements, route detour signage as well as traffic management and event safety plans. Monitor, schedule and liaise with attendees for all special events activities/workshops/programs.

- Solicit and secure all entertainment, acts, vendors, performers, etc. as required for all special events.
- Facilitate contract negotiations, ensure appropriate liability insurance is received, deposits and payments are made appropriately and in a timely fashion.
- Ensure all contractors abide by health and safety regulations.
- Collaborates with sponsors and community organizations. Prepares sponsorship packages, administers and carries out agreements. Supervises instructors, volunteers, community organizations and other seasonal/sessional staff as required.
- Budget plans and adheres to all procurement and finance processes.
- Researches, recommends, develops and implements event strategies, goals, objectives and outcomes, hold debrief meetings and reports performance measures following each event.