

Township of Langley

Job Title:	Recreation Programmer
Competition Number:	24-U041
Employment Type:	Regular Full-Time
Pay Rate:	\$36.08 - \$42.45 per hour (five steps, 2024 rates), plus benefits
Hours of Work:	40 Hours per week; Monday to Friday, 9:00am – 5:30pm
Competition Opening Date:	February 27, 2024
Competition Internal Closing Date:	March 6, 2024
Competition External Closing Date:	March 10, 2024

Job Overview

The Township of Langley is currently recruiting for a regular full-time **Recreation Programmer** to join our team of professionals in the Recreation Division, Recreation Programs and Services Department. Reporting to the Community Recreation Manager, in this unionized position you will apply your knowledge and experience in recreation to supervise, plan, coordinate daily activities and special events for various municipal recreation facilities.

Responsibilities

- Develop, plan, recommend, and upon approval, implement, coordinate, promote and administer programs, activities and events
- Assists a supervisor in assessing the needs and interests of a community
- Communicate effectively with individuals, organizations, and special interest groups in assigned programs
- Order supplies and equipment as required and ensure equipment maintenance schedules are maintained
- Assist in providing information on community recreation programs and attend community meetings as required
- Recruit, train, schedule and evaluate employees and contract workers
- Assist in budget preparation, monitoring, and oversight issues for program budgets
- Perform related work as required

Qualifications

- University graduation in recreation or a related discipline or completion of a diploma or certificate program in community recreation, or a related discipline at a recognized institution supplemented by courses related to the area of assignment, and several years' experience including experience in the area of assignment
- Sound knowledge of the principles, philosophy, objectives, and methods to develop and administer recreation programs
- Knowledge of social, cultural, and recreational needs, and the methods used in determining the needs/interests of particular target group(s)
- Demonstrated understanding and knowledge in the recreation industry and/or one or more of the following areas: amateur sports, physical fitness, arts and crafts, aquatics, arenas, special events, social and cultural, for all ages and abilities
- Teamwork, initiative, and a strong background in all types of recreation programming including, recreation centre supervision and working with community groups, volunteers and participants of all ages is essential in this role
- Certifications in recreation programming, with a focus on arena operations is an asset
- Demonstrated knowledge of amateur sports, physical fitness, and aquatics is considered an asset
- Experience and knowledge in public recreation is considered an asset

This position is defined by the Township of Langley as a position of trust and requires a Police Information Check (not required as part of the application process, however, will be required upon consideration for employment).

Required Certifications/Licenses

Candidates **must** have the following valid and **current** certifications/licenses (must be valid at the time the posting closes) and these **must** be attached with your application.

- BC Class 5 (full-privilege) Driver's License or equivalent driver's license for where you reside. You must include with your application a current **Personal Driving Record (select the 5-year option if obtaining online)** that has been obtained within 6 months of the closing date. To obtain a copy of your **Personal Driving Record**, please contact ICBC directly or the driving authority where you reside. Please note that a copy of your Driver's License or Drivers Factor Report will **not** be accepted.
- Emergency First Aid and CPR -C with AED certification

Applications without the attached required documents above will be deemed incomplete and may not be considered. Please title your attachments with the number of this competition and have these documents ready to upload when you apply.

Apply Now

Visit tol.ca/careers to apply for this exciting career opportunity in a growing community. The Township of Langley is an equal opportunity employer.

We appreciate all applications; however, only short-listed candidates will be contacted for an interview.