



## **Recreation Programmer** **(12 month contract)**

The Town of Bradford West Gwillimbury offers a return to small town charm while being one of the country's fastest growing communities. We are a vibrant, thriving community that possess a sense of pride and where community spirit prevails. Our town is committed to being a complete and healthy community where there are opportunities for everyone to contribute and to benefit. We are looking for a highly motivated professional to contribute to the Leisure Services Division starting February 2024.

Reporting to the Recreation Supervisor, this role will assist with the design, development, delivery, promotion and evaluation of pre-school, child, youth, adult and older adult programming as well as gymnasium programs.

### **Duties and Responsibilities**

- Assist with community programs that serve the community while meeting the needs and interests of participants with exceptionalities.
- Assists with the marketing, advertisement and promotion of services along with hiring instructors and volunteers to deliver program services.
- Assists with the preparation, monitoring and accountability of the annual operating budget.
- Provide excellent customer service, resolve ad-hoc issues or inquiries and communicate new programs, changes and cancellations, where required.
- Evaluate training needs and oversee staff training, orientations and meetings.
- Verification and input of part-time payroll entry in accordance with staff schedules.
- Oversee all gymnasium activities such as, drop-in activities and permits and ensure programs are scheduled accordingly.
- Ongoing research, acquiring knowledge and expertise related to industry trends pertinent to portfolio including assisting with benchmarking and comparisons.
- Works with Supervisor and other programmers to create opportunities for clients to access existing recreational services in an inclusive fashion.
- Liaising with internal and external groups as required related to programs, services and special events.
- Ongoing collaboration with local schools to support program participation and development.
- Seeks out funding sources to assist in the operation of new youth and older adult programs and recreational services and opportunities.
- Involvement in Town special events as required.

### **Key Competencies and Qualifications**

- Post-Secondary degree or diploma in recreation, physical education or a related discipline.
- Standard First Aid and CPR-C certification and High Five Principles of Healthy Child Development are required.
- Three (3) years experience, preferably in a municipal recreation environment working with pre-school, child, youth, adult and older adults.
- Working knowledge of computer applications including Microsoft Word, Excel and Outlook, and ActiveNet recreation software and social media.
- Excellent interpersonal, communications and customer services skills with the ability to exercise tact, diplomacy and good judgement at all times.
- Must be able to promote a culture of inclusiveness and work with a diverse population of employees, participants, agencies and the public.
- Availability to work flexible hours and/or shifts, including evenings and weekends on a regular basis.
- Ability to provide a satisfactory Vulnerable Sector Check upon hire.

The position is 35 hours per week and offers an hourly rate of \$32.44 to \$40.54 (2024 rates).

To explore these challenging opportunities further, we invite qualified applicants to visit the [current opportunities](#) section of the Towns career site. Closing date for this position is March 7, 2024.

***We thank all applicants for their interest. However, only those being considered for an interview will be contacted. In accordance with the Municipal Freedom of Information and Protection of Privacy Act, personal information is collected under the authority of the Municipal Act, and will only be used for candidate selection.***

***The Town of Bradford West Gwillimbury is committed to equity in employment. As an equal opportunity employer, we are committed to establishing a qualified workforce that is reflective of the diverse population we serve. We encourage applications from Indigenous peoples, racialized people, persons with disabilities, and those who identify as LGBTQ2S+.***

***The Town of Bradford West Gwillimbury is committed to providing accommodations based on any human rights protected grounds and in accordance with the AODA, throughout the recruitment and selection process. If you require accommodation, please notify us when contacted for an interview and we will work with you to meet your needs.***