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Town of Aurora

Employment Opportunity

Corporate Services

Division of Human Resources

Programmer, Community

Employment Type: Contract, Full Time (12-18months)

Location: Aurora, Ontario

Salary Range: \$73,490.40 to \$91,862.52

Closing Deadline: March 27, 2024

The Town of Aurora is located in the heart of York Region and just 30 kilometers north of Toronto. Our vision is to become a progressive community with a small-Town charm and our mission is to deliver exceptional services that make people proud to call Aurora home. Our workforce is talented, diverse, and committed to fostering a culture that exemplifies teamwork, embraces innovation, and values diversity, equity, and inclusion to achieve mission excellence. It is important that our workforce reflects the citizens we serve. Come join us at the Town of Aurora, "You're in Good Company".

Position Summary

Reporting to the Coordinator, Community Programs, the Community Programmer is responsible for the design/development, implementation and supervision of all seasonal recreation programs, camps, and P.A. Day programs.

Responsibilities

- Manage daily operations for the following functional areas: Preschool, Family, Children, Day Camps and Community Development.
- Planning and coordination of programming, special events/workshops and trips, development of promotional materials and risk management for patrons, staff and participants
- Responsible for budgeting, onboarding, supervision, training, payroll/scheduling and performance management of part-time staff, contracted service providers and will oversee volunteer opportunities within the Community Programs Division.

Qualifications

- Possess formal academic training in a related field along with 1 to 3 years of related experience.
- Ability to deal courteously and effectively with all levels of staff, community groups, program participants, parents/guardians, and others.
- Creative and enthusiastic with a passion for community programming.
- Strong interpersonal, leadership, organizational, supervisory, and coaching/facilitation skills.
- Willingness to work flexible hours as required (including evenings/weekends), hold a valid First Aid/CPR certification and a Class "G" driver's license with a reliable vehicle to use on corporate business.

Successful applicants to this position will be required to provide a **Vulnerable Sector Screening Check** that is satisfactory to the Town prior to their start date at the applicants own cost.

If you are interested in joining our dedicated team of municipal professionals, please visit our [Jobs - Town of Aurora](#) page and apply to the position directly.

The Town of Aurora is an equal opportunity employer that is committed to an inclusive, barrier-free recruitment and selection processes and work environments. We are committed to recognizing and celebrating the diversity of opinion, talent and expertise that make each person unique. We thank all applicants and advise that only those selected for an interview will be contacted.

Applicant information is collected in accordance with the Municipal Freedom of Information and Protection of Privacy Act and will be used to determine qualifications for employment with the Town of Aurora. Questions about this collection of personal information should be directed to the Human Resources Division at 905-727-3123.