



The Town of Newmarket, Recreation & Culture Services  
Requires two (2) **Recreation Programmers - Aquatics**  
Regular Full Time (35 hours per week)

### **About Newmarket**

The growing community of Newmarket is home to 90,000 people and located 40 minutes north of Toronto, in York Region. As one of the most densely populated communities in Ontario, Newmarket may be small in area, but BIG things are happening there. From the transformation of a community landmark, the Mulock Property, into Newmarket's very own Central Park to the renewal of the urban corridors to make them even more eclectic, vibrant, livable, and lovable – the Town of Newmarket is always looking forward.

We offer and value flexibility to support work/life balance and wellbeing, including flextime, compressed workweeks, and hybrid work. As we move forward, Newmarket is committed to evolving, growing, and trying new approaches, all while creating an environment for extraordinary public service.

### **Who are we looking for?**

Under the direction of the Supervisor, the Recreation Programmer is responsible for the design, development, implementation, delivery, monitoring and evaluation of the programs within Recreation & Culture Services Department. The purpose of this role is to increase awareness and encourage community participation in programs and event at the Town's recreational facilities. This position is responsible for program bookings; staff recruitment, supervision, training, scheduling, and performance evaluation, as well coordinating, scheduling and allocating facility spaces.

In addition, the Recreation Programmer – Aquatics is responsible for the planning, development, implementation, administration, promotion, and operation of aquatic programs, events, and associated facilities, and the recruitment, scheduling, supervision, training, and evaluation of part-time aquatic staff/volunteers in compliance with Town of Newmarket Corporate Policies and Bylaws, Public Health Act, Health Protection and Promotion Act, Technical Standards and Safety Act, Canadian Red Cross, Lifesaving Society, and Parks Recreation Ontario (PRO) High Five Standards, and Town of Newmarket Recreation and Culture policies and procedures.

### **How do you qualify?**

- Post secondary diploma in the recreation field combined with progressive experience in recreation programming for all ages and abilities or an equivalent combination of education and experience.
- Demonstrated effective leadership in planning/programming to the supervisory level.
- Current holder of Lifesaving Society Swim Instructor and National Lifeguard Award.
- Have completed or be working towards Lifeguard Instructor or Lifesaving Society Instructor Trainer an asset.
- Certified Pool Operator and Lifesaving Examiner status an asset.
- Strong customer service skills with an ability to maintain composure regardless of the demands of the environment.
- Experience in writing concise reports and presentation of oral submissions.
- Excellent interpersonal, public relations, organizational and supervisory skills.
- Strong verbal and written communication and presentation skills.
- Working knowledge of various computer systems related to report preparation, spreadsheet applications, graphics, registration systems, contract development, financial reconciliation, scheduling systems and Microsoft Office.
- Demonstrated knowledge of budgeting and monitoring.
- Knowledge of applicable legislation, bylaws, legal proceedings and the ability to interpret legislation such as Accessibility for Ontarians with Disabilities Act (AODA), Municipal Freedom of Information and Protection of Privacy Act (MFIPPA), Occupational Health and Safety Act and the Employment Standards Act.
- Current certification in Standard First Aid and CPR-C.
- Class G Driver's License in good standing and a reliable vehicle to use on corporate business.
- Due to the nature of the contacts of this position a Police Vulnerable Sector Check satisfactory to the Town is required.
- Availability/flexibility to attend, work, and organize evening/weekend meetings and events.

**Salary:** \$76,668 - \$95,835

### **How do to apply?**

Please apply online at [www.newmarket.ca](http://www.newmarket.ca) by 5:00 p.m. on **March 28, 2024** quoting the file number **24-58**.

The Town of Newmarket is committed to accommodate all applicants in accordance with the Ontario Human Rights Code for all employment activities including the recruitment process. Please no phone calls.