



Job Postings

Recreation Programmer Permanent, Full-time

Are you passionate about recreation, energetic, well organized, a natural at building relationships and bringing out the best in people? If so, we have an excellent opportunity for you! The Town of Faro is seeking applications for a **Permanent Full-Time Recreation Programmer** to work 37.5 hours per week. A copy of the full job description is available below.

*** During this recruitment process, the Town may develop an eligibility list for up to eight (8) months.*

Applications must include a resume and cover letter detailing qualifications and experiences relevant to the position. Internal applicants will be given priority during the recruitment process.

***This posting will remain open until filled.
Please email your resume and cover letter to:***

Attn: Tina Freake, Manager of Recreation and Culture
Box 580, Faro, YT Y0B 1K0

Phone: (867) 994-2375

E-mail: recreation@faroyukon.ca

We thank all candidates for their interest; however, only those selected for an interview will be contacted. We are an equal opportunity employer and support applicants with disabilities. Accommodations are available upon request throughout the recruitment process.

Job Discription

Recreaion Programmer

Position Title:	Recreation Programmer
Classification:	(IUOE Local 115)
Pay Band:	\$34.70 as per CBA
Department:	Recreation and Culture
Immediate Supervisor:	Manager of Recreation and Culture
Department Manager:	Manager of Recreation and Culture

Purpose

Under the direction of the Manager of Recreation and Culture, the incumbent is responsible for delivering recreation, leisure, cultural, and sport programs and activities and promoting a healthy lifestyle for all community residents. The incumbent is also responsible for developing programs through the principles of diversity, inclusiveness, and cultural relevance.

Leadership and planning are two key functions of this role. In consultation with the Manager, the Recreation Programmer will design, prioritize, and delegate assignments and initiatives for the team to align with the priorities and plans for the department. In addition, this role will work with the Manager to develop, coordinate, and assist with implementing special events for all ages based on community needs and available resources while ensuring best practices and standards are followed. Further, the Recreation Programmer will support the Manager with resource management according to corporate policies and budget, identify issues, and recommend solutions.

Qualifications Required

Education/Knowledge:

1. Candidates are required to possess a diploma in Recreation, Tourism, Sport, Hospitality, Fitness, or Business. Combined experience and education could be considered.
 - a. Any recreation certification, training, or professional development would be considered a significant advantage.
 - b. Additional educational achievements would also be considered an advantage.
2. First Aid and CPR Certification Level C with AED (or willing to obtain within 3 months).
3. Class 4 driver's license (or willing to obtain). Must have a driving record that demonstrates responsible and safe driving behaviour.
4. Intermediate computer skills (Microsoft Word, Microsoft Excel, and Social Media).
5. Certificates for Arena and Pool operation would be an asset.
6. Zamboni certification would be an asset.

Experience:

1. Minimum 2 years of experience working at a recreation facility.
2. Minimum of 2 years in a supervisory role and proven organizational and teaching skills.
3. Minimum 2 years of experience working in a role comprised of customer service or dealing with the public.
4. Experience in supervising and mentoring staff. Experience in Human Resources considered an asset.

*** The Town reserves the right to hire someone with lesser qualification as an “underfill” with the condition that said person obtain the required training with the Town. ***

Skills:

1. Ability to communicate clearly both orally and in writing.
2. Ability to work under pressure with little to no supervision.

Other:

1. In good physical condition with the ability to complete some lifting (i.e., up to 50lbs) on an occasional basis.
2. Maintain the highest degree of professional standards, integrity, and ethics while dispensing the role's duties.
3. Maintain strict confidentiality of privileged information gathered as a result of one’s role with the Town.
4. Comply with all Town Bylaws, Policies, Procedures.
5. Must be able to secure a clean Vulnerable Sector Police Record Check.

Duties

General (approx. 70%):

Supervisory Responsibility

1. Assist the Manager of Recreation & Culture in training, coaching, developing, and identifying potential Staff for future seasons.
2. Scheduling staff when necessary.
3. In consultation with the Manager, help with performance management of Staff.
4. Supervise recreation and culture employees and volunteers.
5. Ensure that all safety standards under the Occupational Health and Safety Act and regulations are adhered to. This will require a good working knowledge of the Act and Regulations. All duties are to be performed within the Town Policies and Procedures and WHMIS guidelines.
6. Supervising and responding to public concerns and complaints and keeping the Manager or designate apprised of complaints received.
7. Report sightings of potentially dangerous activities to the Manager immediately.
8. Complete shift reports and an annual recreation report for the Manager.
9. Provide reports, data, statistics, and other information to the Manager, their designate, and/or Chief Administrative Officer as appropriate.
10. Prepare, review, and evaluate the completion of all accident report forms received. This includes producing a weekly report summarizing the types of accidents that occurred for the Manager.
11. Assist Campbell Regional Interpretive Centre (CRIC) employees when needed.
12. When required, attend and fully participate in team meetings during scheduled shifts within the Recreation and Culture Department.
13. Help manage employees and recreational facility buildings when the Manager is absent.

Program Coordination

1. In consultation with Manager, plan, develop, implement, and lead recreational, cultural programming, and special events for all population groups in Faro (pre-school to senior).
2. Evaluate program effectiveness, recommend changes, and implement management decisions.
3. Be familiar with legislation, policies, procedures, and sports rules, recreation and cultural activities,

events, and competitions.

4. Communicate with community members to determine their needs and interests.
5. Assist the Manager in developing, promoting, implementing, and evaluating a comprehensive and inclusive recreation plan for the Town of Faro.
6. Monitor, update, and maintain all relevant social media recreation pages.
7. Provides instruction, supervision and ensures safety for recreation and other cultural programs.
8. Ensure meeting rooms are organized and set up for events.
9. Documenting types of materials, inventory, and any other required information of users of the facility.
10. Provide scheduling support for user groups, including but not limited to space rentals, curling, arena, special events.

Budget & Finance

1. Monitor Recreational and Cultural programs and special events budget.
2. Oversee fee collection and accounting activities, monitor expenditures, review records and files to ensure proper accounting and documentation consistent with the Town's financial management standards.
3. Help identify and apply for resources, grants, and funding both in and outside of the community to support and carry out program activities.

Facility & Operations

1. Monitor the use of recreation equipment and facilities.
2. Coordinate internally (within the department and with other departments) the maintenance of equipment and facilities to ensure safety and security.
3. Help ensure pool open and close procedures are correctly completed.
4. Help ensure Arena open and close procedures are correctly completed.
5. Help ensure that the Arena ice surface and arena facility are prepared for usage by the various community groups.
6. Help maintain the proper ice thickness throughout the season.
7. Ensuring public safety and protection of municipal property through conscientious attention to conditions of the facilities and maintaining a safe and orderly flow of people.
8. Fully participate in safety meetings and work collaboratively to ensure the collective safety of Staff, the public, and all visitors to the site are maintained and take immediate remedial action to mitigate any known risks or gaps.
9. Ensure that outdoor recreational sites are maintained to ensure a safe, clean, and appropriate environment for recreational activities.
10. Perform minor janitorial duties.
11. Perform other duties as assigned.

Staff Onboarding (approx. 20%):

1. Meet with all new Staff (full-time, part-time, casual/on-call, students, work-study) to review proper safety, OHSA, and other materials.
2. Supervise and coordinate the delivery of recreational programs that occur during assigned shifts.
3. Oversee the scheduling and activities of Staff and volunteers; plan, assign, train, direct, and monitor staff duties; provide input to the Manager for employee performance evaluations.
4. Ensures that all staff members are familiar with operational guidelines and emergency procedures.
5. Mentor and set up job shadow and on-site training opportunities for new hires.

Computers & Technology (approx. 10%):

1. Submit work orders as necessary using computers.
2. Develop and/or maintain recreational reports and conduct research.
3. Track, gather and maintain data about the operations of the facility.

Materials, Equipment, Outcomes/Consequences of Error

Materials & Equipment Used:

1. Standard office equipment.
2. Use computer software for research and social media posting.
3. Use First AID Kit for providing basic first aid for minor accidents.

Outcomes/Consequences of Error:

1. Failure to operate the facility in compliance with prevailing policies, regulations, or permits may create significant liabilities for the Town of Faro.
2. Errors or negligence may cause embarrassment to the Town of Faro or the public.
3. Incorrect information forwarded to the Manager of Recreation and Culture, Chief Administrative Officer or Council, could result in wrong decisions, which may negatively impact the Town of Faro and/or the public.
4. Weight Room and Arena internal controls for cash handling could result in financial risks to the Town of Faro.
5. Failure to respond appropriately to the public may result in the loss of public confidence or reputational damage to the Town of Faro.
6. Engaging in gossip, rumors, or other unprofessional commentaries within the organization or within the community about the organization may negatively impact the Council's, Staff, and/or public confidence.
7. Breaching confidentiality may expose the Town to reputational, financial, and legal risks.

Challenges & Difficulties

Choice of Action:

1. Determine own work priorities in conjunction with the Manager of Recreation and Culture and ensure deadlines are met, and records are kept up to date.
2. Works within clearly defined and established policies and procedures. Refer situations outside of one's scope of work or capacity to manage to the Manager of Recreation and Culture.

Challenges and Difficulties:

1. Maintain a high degree of professionalism and responsiveness as well as diplomacy when interacting with the public.
2. Must always exercise good judgement and make appropriate referrals to more senior employees.

ADDITIONAL INFORMATION

Financial Responsibilities

The financial responsibilities for this position include:

- A. Little or no financial responsibilities
- B. Handles petty cash, fees or fines, records transactions
- C. Makes minor purchases, collaborates on costing
- D. Responsibility for monitoring accounts, financial reporting, costs shop level projects

- E. Responsibility for budgets:
 i) Project/Program budget ii) Departmental budget _____

Supervision of Staff

Type/Number of Staff Supervised: 3-6 staff members
 Casuals Work-Study Students

Working Conditions

Stress:

As part of this role, the incumbent will be expected to adhere to, comply with, and objectively apply the bylaws and other regulations for fellow community members. This may be difficult and bring stress to the incumbent.

Frequent competing and/or simultaneous deadlines and peak periods.

Interruptions and Distractions:

No Interruptions/Distractions _____

Frequency (select 1)	Type (select 1)	Workspace (select 1)
Occasional	Predictable (co-workers, contractors, public)	Private workspace
Regular	Unpredictable	Shared Workspace
Frequent		Cubicle
Many		Reception Desk
Constant		Busy/Open/Public Area
		Lab

ADDITIONAL INFORMATION

Confidentiality:

This role deals with confidential information. Therefore, the Recreation Programmer is required to keep sensitive information confidential.

Sensory Demands:

Sensory demands can include reading and using the computer, which may cause eye strain and occasional headaches. The situations and programs may be noisy and busy, making it difficult for the Recreation Programmer to concentrate.

Physical Demands:

Work is primarily performed within a public recreation centre environment, where stamina is needed to perform moderate to heavy lifting of equipment and furniture. The Recreation Programmer is expected to supervise, oversee, and monitor recreational, leisure, and sporting events in all weather conditions. The incumbent will be expected to lift, carry, manage equipment and supplies and participate in and train others in sports rules. They may have to work odd or long hours at a time to complete special requests or projects or to participate in or coordinate evening and off-hour activities. The Recreation Programmer may participate

in and lead strenuous physical activities, both indoors and out. The incumbent must possess the mobility to kneel, reach, bend, climb, push, and pull materials and equipment. The incumbent must also possess the mobility to work in an office setting and use standard office equipment, including a computer, vision to read printed materials and a computer screen, and hearing and speech to communicate in person or by using a telephone and radio.

Working Environment/Work Hazards:

The incumbent may be required to work outdoors and indoors with wet and slippery conditions and are exposed to variable weather conditions. The incumbent may find the environments busy and noisy and need excellent organizational, time, and stress management skills to complete the required tasks. The incumbent must be prepared to deal with injuries and accidents because of recreational and sports events. The incumbent will interact with individuals in interpreting and enforcing relevant rules, policies, and procedures.

Mental Demands:

The incumbent will have to manage several requests and projects at one time. The incumbent must be aware of all recreation programs in the community and all relevant legislation, policies, and procedures. The incumbent may have to complete several tasks and responsibilities at one time and must be prepared to deal with emergencies and stressful situations at any time.

Hours of Work:

The hours of work will be determined by the Manager or designate. The incumbent may be assigned a regular work schedule, which may include split shifts, weekends, early mornings, evenings, and holidays. Standard hours of work are 37.5 per week.

Health & Safety of Others

In the course of performing regular duties, the incumbent will be expected to actively participate in the Town's health and safety program by wearing appropriate Personal Protective Equipment provided by the Town and ensuring visits to the site are done in a safe manner.