

# Township of Langley

<b>Job Title:</b>	Recreation Programmer (up to 2)
<b>Competition Number:</b>	24-U115
<b>Employment Type:</b>	Regular Full-Time
<b>Pay Rate:</b>	\$36.08 - \$42.45 per hour (five steps, 2024 rates), plus benefits
<b>Hours of Work:</b>	40 Hours per week; Monday to Friday, 9:00am – 5:30pm
<b>Competition Opening Date:</b>	July 15, 2024
<b>Competition Internal Closing Date:</b>	July 23, 2024
<b>Competition External Closing Date:</b>	July 29, 2024

## Job Overview

The Township of Langley is currently recruiting for up to two regular full-time **Recreation Programmers** 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 and coordinate daily activities and special events for various municipal recreation facilities. One of these positions will have a primary focus in aquatics.

## 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 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 or an equivalent combination of training and experience
- 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, aquatics, physical fitness, arts and crafts, 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 and/or demonstrated knowledge in recreation programming, arena operations, aquatic operations, amateur sports and/or physical fitness are considered assets

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](http://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.*