

Recreation Programmer - Health and Wellness(Regular)

Job Requisition	JR-2025-27 Recreation Programmer - Health and Wellness(Regular) (Open)
Job Family	CUPE
Start Date	2025-01-30
End Date	2025-02-14
Primary Posting	No
External Posting URL	https://vernon.wd10.myworkdayjobs.com/Vernon-Career_EXT/job/Recreation-Centre-Facility/Recreation-Programmer---Health-and-Wellness-Regular-_JR-2025-27
Description	Internal Closing Date: Feb 7, 2025

External Closing Date:

Feb 14, 2025

NOTE: Posting comes off at 12:00AM on the closing date, with the competition closing at 11:59pm the day prior.

Hourly Rate:

44.75

Scheduled Weekly Hours:

35

This position will specifically focus on planning and implementing health and wellness programs and services, while also ensuring safe and effective use of the fitness centre and its equipment.

Reporting to the Manager, Recreation Services, this position, assesses community recreation programming needs and interests, designs and develops programs to meet those needs, meets with community user groups and the public to receive feedback on programs and/or program proposals, hires contractors to deliver programs, coordinates, schedules and evaluates community recreation programs, special events and activities at a variety of facilities.

Duties Include:

Program Development

- Develops, implements, schedules and maintains programs and evaluates a wide variety of recreation programs, special events and activities.
- Develops and creates the overall marketing plan for programs utilizing all media sources.
- Creates ad layout and design and performs desktop publishing for flyers, brochures and semi annual Leisure Guides.
- Works with a wide range of community groups, and School Districts to provide a variety of recreation services and effective use of community and school facilities.
- Maintains records of registrations, attendance, revenues and expenditures; makes periodic reports for programs.
- Establishes facility, equipment and material requirements; maintains inventory, coordinates the care and storage of required equipment.
- Enforces rules and regulations ensuring participants safety.
- Organizes and conducts educational clinics and workshops.
- Solicits partnerships and sponsorships to assist with the operation of programs and the generation of additional revenue.

Facility Booking and Operation

- Receives requests for gymnasium bookings, schedules bookings, and ensures staff are scheduled to cover rentals and scheduled programs.
- Collects rental documents, liability insurance, and revenues from rental groups.
- Gives direction to Custodial staff regarding the set up and take down of equipment and cleaning of facilities consistent with scheduling and programming needs.
- Requests maintenance and/or repair of facilities to ensure public safety is maintained.
- Reviews bids and prepares written or oral recommendations for maintenance and minor repair work in the gymnasiums and weight room.

Contract Supervision

- Hires, trains, motivates, evaluates, schedules, supervises, disciplines and directs the activity of contract staff and volunteers for assigned programs.
- Approves payment of program staff for services rendered.

Other Related Duties

- Investigates problems, complaints, and inquiries from the public and others and ensures appropriate and/or corrective action is taken.
- Recommends changes in policies to achieve assigned objectives based on detailed knowledge of the department's capabilities.
- Prepares written reports for the Manager, Recreation Services.
- Prepares and submits provisional, annual and revised operating and capital budgets, and ensures that approved budgets are properly administered and controlled.
- Works closely with other City departments providing for the most cost effective use of divisional resources.
- Approves invoices and vouchers for payment of services provided and overseen by this position.
- Sits on or chairs various committees in the community as required.
- Researches and develops grant applications to support funding of recreation programs and services or grant positions.
- Work with Recreation Services staff to maximize use of facilities and programs.

Required Education and Experience:

- Certificate/Diploma in Community Recreation or similar discipline.
- Three years experience in the area of Community Recreation and programming.
- Experience working with community groups and organizations.
- Computer literate in Microsoft Office, CLASS and Quark and the use of general office equipment.
- Valid B.C. Drivers License.
- Current Basic First Aid Certificate.
- A combination of related education and experience may be considered.

Required Knowledge, Skills and Abilities:

- Sport, Preschool and Fitness equipment.
- A thorough knowledge of principles, practices, methods and procedures of parks and recreation services.
- Ability to work both independently, cooperatively, and in a team atmosphere.
- Excellent leadership and supervisory skills.
- Proficient in desktop publishing software, used in the creation of promotional materials and the semi-annual Leisure Guide.

- Ability to deal effectively with the general public on a variety of matters pertinent to Parks and Recreation.
- Excellent verbal and written communication skills.
- Ability to work varied hours as necessary to meet the requirements for attending community organization meetings along with required functions and facility events.
- Knowledge of various activities, games and sports in the area of programming in which they will be involved.
- Knowledgeable of principles of risk management, ensuring participants, volunteers and staff safety.

Preferred Education and Experience:

- Diploma or Degree in Kinesiology, Exercise Science, or similar discipline.
- Experience in the area of recreation and fitness program delivery.
- Fitness Leaders Certificate, NCCP Coaching Certificates in a variety of sports.

Preferred Knowledge, Skills and Abilities:

- Fitness or Preschool Leader, Certified Coach.

To Apply:

Please submit your resume, quoting the appropriate competition online at vernon.ca/careers by selecting “apply” and creating a candidate profile.

- Internal applicants are asked to apply using their worker profile.

By making application, you are authorizing the City of Vernon to verify, through whatever means deemed appropriate, any information included in your applicant profile.

The City of Vernon wishes to thank all applicants; however, only those candidates selected for an interview will be contacted. Please note that we are unable to accept phone calls regarding application status.

Worker Sub-Type	Permanent
Location	Recreation Centre Facility
Time Type	Full time
Locations	
Supervisory Organization	Community Recreation