

Town of Caledon

make a difference



Job Title: Programmer, General Programs (Contract Up to 12 months)

Closing Date: February 10, 2025, 12pm

The Town of Caledon is a dynamic municipality that successfully balances urban, rural, and agricultural communities. Our energetic staff are guided by our core values that create an environment for continuous improvement and customer service excellence. Come see how you can ***make a difference***.

The Opportunity

Reporting directly to the Coordinator, General Programs, this role is responsible for effectively delivering, administering, and supervising recreational programs and other initiatives while promoting access and equitable processes for residents. The Programmer also provides supervision to volunteers, contract, and part time staff, ensuring program excellence, customer satisfaction and safety.

- Assist in the planning, development, and execution of a variety of recreation programs, services and initiatives, including inclusive opportunities.
- Assist in the identification of trends, demographics, and new techniques to determine the needs of the community ensuring that the market is responsive to provided programs.
- Assist in the implementation of policies, procedures and programs that support the delivery of recreation programs.
- Respond to emergencies, customer inquiries and complaints, and ensure a positive relationship between the public, outside agencies and internal staff at all times.
- Recruit, train, and evaluate contract, volunteer and part time staff.
- Conduct performance appraisals and provide coaching for improved performance.
- Be responsible to work and ensure that all staff supervised work in compliance with the Occupational Health and Safety Act and Regulations, the Town of Caledon Policies and Procedures, as well as established industry guidelines.

The Ideal Candidate

We are seeking an enthusiastic individual with a post-secondary diploma in Recreation Studies or a closely related field. Our ideal candidate has one year of recreation experience, including direct and indirect programming, along with experience leading a team and working or programming camps, dance, youth programs, and sports. Certification(s) in HIGH FIVE®, Standard First Aid/CPR-C, PHCD, Quest 1 Trainer are preferred.



6311 Old Church Road
Caledon, ON L7C 1J6
www.caledon.ca

T. 905.584.2272 | 1.888.225.3366 | F. 905.584.4542

The ideal candidate will have demonstrated customer service excellence that reflects Caledon's quality standards: accurate, courteous, responsive, and easy to navigate. We are seeking an individual with superior verbal and written communication skills with the ability to obtain and exchange routine information.

The successful candidate for Programmer, General Programs will be required to work a flexible schedule, including evenings and weekends (as required).

Satisfactory passing of a vulnerable sector check, and proof of qualifications will be required of any successful candidate(s) for this position.

The Town is committed to diversity and inclusivity in employment and welcomes applications from qualified individuals of diverse backgrounds. The Town is an equal opportunity employer that is committed to an inclusive and barrier-free workplace. If your application requires accommodation, please contact People Services at (905) 584-2272 Ext. 4738.

*Applications for this posting will be accepted until **February 10, 2025, 12:00PM.***

How To Apply

To learn more about employment with the Town of Caledon and to apply for this exciting and challenging opportunity, visit: www.caledon.ca/careers
If needed and upon request, this document can be made available in an alternative format.



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