



100 John West Way  
Aurora, Ontario  
L4G 6J1  
(905) 727-3123  
aurora.ca

Town of Aurora

## Employment Opportunities

Corporate Services

Division of Human Resources

### Programmer, Community

**Employment Type:** Contract, Full Time (up to 21 Months)

**Location:** Aurora, ON

**Salary Range:** \$79,527.17 - \$99,408.45

**Vacancy Reason:** Temporary Replacement

**Closing Deadline:** May 17, 2026

*The Town of Aurora is located in the heart of York Region and just 30 kilometers north of Toronto. Our vision is to become a progressive community with a small-Town charm and our mission is to deliver exceptional services that make people proud to call Aurora home. Our workforce is talented, diverse, and committed to fostering a culture that exemplifies teamwork, embraces innovation, and values diversity, equity, and inclusion to achieve mission excellence. It is important that our workforce reflects the citizens we serve. Come join us at the Town of Aurora, "You're in Good Company".*

#### Position Summary

Reporting to the Coordinator, Community Programs, the Community Programmer is responsible for the design, development, implementation and supervision of all seasonal recreation programs, day camps (Winter, March Break and Summer) and P.A. Day programs.

#### Responsibilities

- Manage daily operations for the following functional areas: Preschool, Family, Children, Inclusion and Community Development.
- Plan and coordinate programming, special events, workshops, and trips.
- Support the develop of in-house marketing and promotional materials using various software programs.
- Conducts risk assessment and management for patrons, staff, and participants.
- Conducts participant intakes and adaptive programs, as part of the Town's Inclusion Services program.
- Provide excellent customer service, resolve issues or inquiries, and communicate new programs, changes, and cancellations, where required.
- Responsible for budget management, forecasting and invoicing.
- Responsible for onboarding, supervision, training, payroll/scheduling and performance management of part-time staff, contracted service providers
- Oversees volunteer opportunities within the Community Programs Division.

#### Qualifications

- To be considered for this opportunity you must possess a post-secondary Degree or Diploma in Recreation and Leisure Studies, or a related discipline.
- Minimum of one (1) to three (3) years of related experience or equivalent combination of education and related experience.
- Current First Aid/CPR certifications
- Valid Class "G" driver's license with access to a reliable vehicle to use on corporate business, required.
- Current Behaviour Management Systems (BMS) and HIGH FIVE Principles of Healthy Child Development, considered an asset.
- Ability to deal courteously and effectively with all levels of staff, community groups, program participants, parents/guardians and others.
- Strong interpersonal, leadership, organizational, problem solving and coaching/facilitation skills with a passion for community programming.

- Ability to work flexible hours as required (including evenings/weekends).

Successful applicants to this position will be required to provide a **Vulnerable Sector Screening Check** that is satisfactory to the Town prior to their start date at the applicants' own cost.

If you are interested in joining our dedicated team of municipal professionals, please visit our [Jobs - Town of Aurora](#) page and apply to the position directly.

The Town of Aurora is an equal opportunity employer that is committed to an inclusive, barrier-free recruitment and selection processes and work environments. We are committed to recognizing and celebrating the diversity of opinion, talent and expertise that make each person unique. We thank all applicants and advise that only those selected for an interview will be contacted.

Applicant information is collected in accordance with the Municipal Freedom of Information and Protection of Privacy Act and will be used to determine qualifications for employment with the Town of Aurora. Questions about this collection of personal information should be directed to the Human Resources Division at 905-727-3123.

#### Artificial Intelligence Transparency Notice

At the Town of Aurora, we are committed to transparency and fairness in our recruitment process. While we utilize a recruitment system (ADP Workforce Now) with Artificial Intelligence (AI) powered capabilities, we do not currently use AI technology to screen, assess or select applicants relating to the recruitment process. While our system is equipped with AI tools, we prioritize a human-centered approach to recruitment. All candidate evaluations are conducted through direct human interaction, ensuring that hiring decisions are based on a thorough review of qualifications, skills, experience, and corporate cultural fit. We remain committed to transparency, fairness, and compliance with all relevant legislation, including Bill 149, in order to protect the rights and privacy of all applicants.