

Temporary Recreation Programmer (Job # 2023-033-IE)

Department:	Leisure and Community Services
Status:	Full Time, Temporary (Up to 9 Months)
Date Posted:	March 13, 2023
Date Closing:	March 27, 2023 4:30 p.m.
Number of Positions:	1
Scheduled Hours/Shifts:	35 hours per week
Salary:	\$68,625.62 - \$83,493.57
Flexible Working Arrangement:	Flexible Schedule – Yes; Hybrid - No

Position Purpose:

Responsible for the supervision, administration, and delivery of Recreation and Community Programs in all areas of age and ability such as: Preschool, Children, Family, Camps, Youth, Adult, Older Adult, Virtual, Volunteers, public skating, drop-in and adapted programming; staff and volunteer recruitment / development / supervision / scheduling and payroll; assisting with marketing, registrations, needs assessment, program development and design; statistics compilation, risk management; liaison with participants / agencies / organizations / Town staff and the general public in areas relating to recreation.

Qualifications and Requirements:

- Current First Aid and CPR certification.
- Principles of Health Child Development (PHCD)
- Principles of Healthy Aging (considered an asset)
- Knowledge of program design and delivery, registration processes, and marketing principles.
- Experience working with a variety of demographics: preschool, children, family, camps, youth, adult, older adult, participants of all abilities.
- Experience recruiting, training, and supervising volunteers.
- Solid working knowledge of computer applications including Word, Excel, Publisher and program registration system (ACTIVE Network)
- Good interpersonal, report-writing, public relations, administrative, and organizational skills.
- Proven ability to deal courteously and effectively with all levels of staff, volunteers, program participants and the general public.
- Class G Driver's License in good standing. Reliable vehicle to use on corporate business.
- Available to work flexible hours (evenings and weekends) as required for program and staff evaluations.
- Degree or diploma in Physical Education, Recreation, Leadership or related discipline or equivalent experience required.
- 2 – 5 years' experience in recreation, preferably in a municipal setting

How to apply:

Please forward your resume in confidence by **March 27, 2023 at 4:30 p.m.**, identifying **Job # 2023-033-IE** in the subject line to hr@townofws.ca.

Committed to diversity and a barrier-free environment: Whitchurch-Stouffville is an equal opportunity employer committed to an inclusive, barrier-free recruitment and selection process and as we grow, it's important that our workforce

reflect the citizens we serve. At the Town, we respect, encourage, and celebrate our diversity. If contacted for an employment opportunity, please advise if you require accommodation.

We thank all applicants for their interest in this position, however, only those applicants selected for an interview will be contacted.