

TOWN OF NIVERVILLE

<p>Section</p> <p style="text-align: center;">Personnel</p>	<p>Classification</p> <p><i>Policy</i></p>
<p>Subject</p> <p style="text-align: center;">Recreation Programmer Job Description TERM</p>	<p>Pages</p> <p style="text-align: center;">5</p>
<p>Authority</p> <p style="text-align: center;">Chief Administrative Officer</p>	<p>Effective Date</p> <p style="text-align: center;">January 2023</p>

POSITION TITLE:	RECREATION PROGRAMMER
REPORTS TO:	RECREATION FACILITY MANAGER INTERM

POSITION SUMMARY

The Recreation Programmer will facilitate the delivery of public recreation programming to assist and enhance recreational opportunities for the community of Niverville. In collaboration with Town officials and community interest groups, the Programmer will be responsible for recreation programming, scheduling and promotion, volunteer development, facilitating resource sharing, enhancing existing facility use, research and preparation of grant applications. The Recreation Programmer will oversee the day-to-day operations within the administration room including the supervision of Recreation Campus Staff.

GENERAL ACCOUNTABILITIES

1. **Programming.** The Recreation Programmer shall:
 - Facilitate, plan, encourage and deliver public recreation programs which will include physical recreation, social recreation, artistic and group recreation, intellectual recreation, and audience entertainment based on identified needs.
 - Be aware of the recreation needs of community members in the area, communicating these to the Recreation Facility Manager for policy and program direction.
 - Implement programs for effectively and efficiently meeting the needs of community members.
 - Work with other organizations and communities where applicable to offer joint recreational programming, avoiding duplication of services.

- Prepare budgets, grant applications, marketing tools, program plans, and other records for recreational programs and events.
- Prepare and present policy recommendations to the Recreation Facility Manager regarding facilities and services.
- Conduct ongoing and final evaluations of programs and services.

2. Reception/Customer Service. The Recreation Programmer shall:

- Answer phones in a professional manner and route calls as necessary.
- Greet people and direct them to appropriate area.
- Communicate important building events / information to the building as required.
- Take payment for rentals and memberships.
- Assist in day-to-day scheduling as required.

3. Resource. The Recreation Programmer shall:

- Facilitate the exchange of information between community groups and regional, provincial, and federal organizations. Minutes of meetings to be provided to the Recreation Facility Manager.
- Provide consultation services to community and volunteer organizations to strengthen their ability to meet community needs and to provide services that reflect those needs.
- Provide information and resource materials for community organizations within the Town.
- Where appropriate, serve as a resource person along with the Recreation Facility Manager, to community organizations for planning and development of facilities, programs and projects.
- Provide access to resources that would encourage sustainable facilities.
- Advise and assist community organizations and/or individuals in the selection and application of appropriate grants and fundraising.
- Serves as assistant Recreation Facility Manager.

4. Promotion. The Recreation Programmer shall:

- Promote recreational activities and services of the Town and other local non-profit community organizations regularly through the Town website, distributing Recreation e-News, posters, brochures, and word of mouth, etc.
- Provide communication and information through regular contact with community organizations within the Town.
- Maintain cooperative planning and working relationship with other community organizations as well as with regional, provincial, and national organizations concerned with recreation.
- Keep Recreation Facility Manager updated as to programs, facilities and projects through monthly written reports and making an annual report for general community distribution.

5. **Facility.** The Recreation Programmer shall:
 - Be responsible for the preparation of courts and flex space when required.
 - Perform cleaning tasks throughout the facility.
 - Monitor court attendant schedules and usage.
 - Assist in day-to-day scheduling as required.
6. **Volunteer Promotion.** The Recreation Programmer shall:
 - Encourage and promote volunteerism as an integral part of the community.
7. **Staffing.** The Recreation Programmer shall:
 - Work with the Recreation Facility Manager on the hiring of Recreation Campus Staff for the admin office, train, supervise, monitor, and evaluate Recreation Campus Staff as required.
 - Work with the Recreation Facility Manager to develop, coordinate and enforce systems, policies, procedures, and productivity standards.
 - Provide staffing schedules to the Recreation Facility Manager based on facility needs.
 - Be responsible for all staff and volunteers as required for special events.
8. **Other Duties.** The Recreation Programmer shall:
 - Perform other duties as assigned by the Town.
 - May have to work demand-based hours based on Recreation Facility Manager's requests.

KEY PERFORMANCE MEASURES

- ✓ Service Quality, measured by community feedback and programming utilization.
- ✓ Operational Effectiveness, measured by alignment of program offerings with community demographic needs.

TECHNICAL COMPETENCIES

- ✓ Post-secondary education in disciplines such as recreation, administrative management, leadership or human resource management will be considered an asset.
- ✓ Practical knowledge and experience in computer systems for business/recreation applications.
- ✓ First Aid/ CPR must be completed and maintained throughout employment.
- ✓ Must possess and maintain a valid Class 5 Manitoba driver's license.
- ✓ Child Abuse Registry and Criminal Record Check must be completed prior to employment and maintained throughout employment.
- ✓ Abilities in public speaking & interpersonal communication.
- ✓ Understanding of bookkeeping is an asset.
- ✓ Have experience in community setting as a recreation professional.

CORE COMPETENCIES

- ✓ Integrity & Trust Seen as a direct, truthful individual; widely trusted and adheres to a strong set of core values.
- ✓ Accountability Understands the role of leadership; make oneself accountable to manager(s)/ supervisor(s) relating to one's work performance.
- ✓ Service Orientation Demonstrates concern for meeting internal and external ratepayer needs in a manner that provides satisfaction for the ratepayer within the resources that can be made available.

BEHAVIOURAL COMPETENCIES

- ✓ Communication Skills— Oral Demonstrates the ability to speak thoughts and express ideas effectively in individual or group situations.
- ✓ Communication Skills-- Written Demonstrates the ability to express ideas, thought and concepts clearly in writing, using correct and appropriate grammar, organization and structure.
- ✓ Problem Solving Identifies problems and uses logic, judgment, and data to evaluate alternatives and recommend solutions to achieve the desired organizational goal or outcome.
- ✓ Action Oriented Can be counted on to get things done.
- ✓ Self-Confidence Belief in one's own ideas and capability to be successful; willingness to take an independent position in the face of opposition or conflicting ideas.
- ✓ Collaboration Works cooperatively with others, inside and outside the organization, to accomplish objectives to build and maintain mutually beneficial partnerships, leverage information, and achieve results.

- ✓ Delegation Delegates responsibility and authority as appropriate.
- ✓ Innovation & Creativity Develops new insights into situations and applies different and novel solutions to make improvements with services, methods, systems or ideas.
- ✓ Planning & Organizing Is able to quickly identify what is important, establish priorities, creating work sequences in order to coordinate effort while maintaining workflow and meeting deadlines.

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