

Job Title:	Recreation Programmer
Department:	Legislative Services
Reports To:	Recreation and Community Services Supervisor
Salary Band:	Band 6, full-time 35 hours a week \$26.50 – \$31.01 / hour
Last Update:	February 09, 2024

Position Summary:

Working mainly out of the Ramara Centre site, the Recreation Programmer is to provide assistance and input with respect to Township wide recreation, leisure and special interest programs and service delivery. Assistance with researching, organizing, scheduling, promoting, and implementing various recreation programs for people of all ages.

Duties and Responsibilities:

1. Administrative

- a) Responsible for developing, implementing, coordinating and evaluating all recreation program offerings: e.g camps, child, youth and adult programs and activities;
- b) Oversee all part-time program staff and volunteers including recruitment, training, scheduling, and evaluating;
- c) Process financial transactions for Township of Ramara, including preparing receipts for day camps;
- d) Process program registrations;
- e) Assist with preparing promotional information for program/activities; e.g. program guide and other print and screen materials;
- f) Assist with the daily operations to include; set-up and tear down of rooms for activities, opening the building, kitchen duties, assisting with program delivery.
- g) Assist with the production of correspondence, memoranda, policies, procedures, newsletters, brochures, and other documents as required;
- h) Complete ongoing research of new recreation trends and innovations; help identify opportunities for improving service delivery methods and procedures;
- i) Liaise, network and foster partnerships with, various groups and agencies including other municipalities;
- j) Assist with the purchase of supplies, and equipment as required;
- k) Prepare budget for camp supplies for approval by Supervisor and creates lists for order/purchase;
- l) Book space in schools or halls for recreation programs;
- m) Schedule recreation, summer and school break camp staff based on the needs of the program;
- n) Answer incoming telephone calls, and emails;

- o) Assist with departmental communications utilizing social media platforms, and website;
- p) Prepare, edit and format a variety of documents while ensuring that the Corporations accessibility standards are met;
- q) Assist in the preparation of the ten year capital forecast as it relates to Recreation;
- r) Ability to work under pressure and to organize work to meet firm and flexible deadlines.
- s) Performing other administrative duties as assigned;

2. Operational:

- a) Assist with managing the day to day operations of the Ramara Centre site;
- b) Assist the Recreation Supervisor with all aspects of facility scheduling including liaising with Lessees, negotiating contracts, and follow-up after an event;
- c) Assist with the coordination of special events;
- d) Assist in updating the e-sign as needed;
- e) Assist with the coordination with general contractors;
- f) Ensure the Ramara Centre complies with all health and safety regulations and arrange for corrections of any deficiencies identified by the Health and Safety Committee;
- g) Maintain a positive attitude and strong relationships with team members, community and staff.

Education, Experience and Qualifications:

- a) Recreation and Leisure Services Diploma or equivalent education;
- b) Two (2) years' demonstrated administrative and program development experience in recreation;
- c) Valid G driver's license and access to a reliable vehicle;
- d) Health and Safety would be an asset;
- e) Ability to work flexible hours, evenings, and weekends;
- f) Attention to detail and concentration;
- g) Must have strong customer service skills, ability to deal with public;
- h) Ability to function independently and as a team member where required;
- i) Self-starter who is capable of following through on assignments;
- j) Proficient in Microsoft applications, and
- k) Municipal experience would be considered an asset.

Required Certifications:

- CPR and First Aid certificates;
- WHMIS;
- Principles of Healthy Child Development (PHCD) certification;
- Self-defense Training would be an asset;

- A satisfactory Police Record and Vulnerable Sector Check

Applicable Regulations:

- Accessibility for Ontarians with Disabilities Act, 2005, S.O. 2005, c. 11
- Human Rights Code, R.S.O. 1990, c. H.19
- Community Recreation Centers Act, R.S.O. 1990, c. C.22
- Sabrina's Law, 2005, S.O. 2005, c. 7
- Child Care and Early Years Act, 2014, S.O. 2014, c. 11, Sched. 1
- Occupier's Liability Act, R.S.O. 1990, c.O.2
- Township of Ramara Bylaws & Policies

Physical and Mental Demands of Position:

	Physical Demands		Mental Stress
<input checked="" type="checkbox"/>	Shift work schedules	<input checked="" type="checkbox"/>	Multiple tasks, heightened pace
<input checked="" type="checkbox"/>	8 to 12 hour shifts	<input checked="" type="checkbox"/>	Stressful situations
<input checked="" type="checkbox"/>	Prolonged periods of standing	<input checked="" type="checkbox"/>	Supervisory responsibility
<input checked="" type="checkbox"/>	Lifting up to 50 lbs.		Exposure to critical/traumatic incidents
	Lifting exceeding 50 lbs.	<input checked="" type="checkbox"/>	Dealing with Public
<input checked="" type="checkbox"/>	Walking	<input checked="" type="checkbox"/>	Working Alone
<input checked="" type="checkbox"/>	Prolonged periods of sitting		Stranger Danger
<input checked="" type="checkbox"/>	Bending/twisting		Operating Heavy Equipment in inclement weather
	Operating motorized equipment	<input checked="" type="checkbox"/>	Training
<input checked="" type="checkbox"/>	Operating non-motorized equipment		Environmental/Chemical Exposure to:
<input checked="" type="checkbox"/>	Extreme Heat		Extreme Dust
	Extreme Cold		Flying Insects
<input checked="" type="checkbox"/>	Eye Strain		Water (Flood, Algae, Steam)
	Walking in Rough Terrain		Electrical (i.e. hydro lines)
	Climbing		Utilities digging (gas/hydro)
	Physical Exertion		Animal (dead/alive), (domestic/wild)
	Mild (sedentary pace)		Noxious Weed (poison ivy, oak)
<input checked="" type="checkbox"/>	Moderate snow shovelling		Trees/ Branches (fallen/unstable)
	Challenging (high physical demands)		Hazardous Waste
	Repetitive movement related to:		Chemical Handling:
<input checked="" type="checkbox"/>	Computer use		Hot tar
<input checked="" type="checkbox"/>	Equipment use		Flying Debris
<input checked="" type="checkbox"/>	Task performance		Noise
		<input checked="" type="checkbox"/>	Weather: Rain, Snow
			Working in low light or at night



This job description is intended to describe the general nature and level of work being performed by the person assigned to this position. The primary duties and responsibilities are intended to describe those functions that are essential to the performance of this job.

This job description does not state or imply that the above are the only duties and responsibilities assigned to this position. There are other duties and responsibilities that are considered incidental or secondary to the overall purpose of this job. Employees holding this position will be required to perform any other job-related duties as requested by management. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.