



Excellence • Connectivity • Services • Livability • Growth

Recreation Programmer

The Township of Ramara is a rural community located in Central Ontario, along the north-eastern shores of Lake Simcoe and Lake Couchiching. In Ramara, people are our priority and the cornerstone of our organization. We are always seeking individuals who bring diverse experiences and perspectives to the job and have unique skills and talents that will help them excel in our dynamic workplace. Our diverse compliment ensures an environment where individual, team, and organizational successes are embraced and celebrated.

Core Responsibilities

- 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;
- Oversee all part-time program staff and volunteers including recruitment, training, scheduling, and evaluating;
- Process financial transactions for Township of Ramara;
- Assist with preparing promotional information for program/activities; e.g. program guide and other print and screen materials;
- Assist with the daily operations;
- Assist with the production of correspondence, policies, procedures, newsletters, brochures, and other documents as required;
- Complete ongoing research of new recreation trends and innovations;
- Liaise, network and foster partnerships with, various groups and agencies including other municipalities;
- Other duties as assigned.

Salary

\$26.50 - \$31.01 per hour

Join Our Team

To apply, please combine your cover letter and resume into a PDF document entitled "Recreation Programmer" addressed to Brittany Wilson, Manager of HR/H&S and submit to hr@ramara.ca. Please note, this posting will remain open until March 1, 2024 at 4:30pm .

Information collected for employment is done under the authority of Section 29(2) of the Municipal Freedom of Information and Protection of Privacy Act, for the purpose of assessing eligibility for employment.

The Township of Ramara is committed to an inclusive, barrier-free environment. Accommodation will be provided in all steps of the hiring process. Please advise Human Resources if you require any accommodations to ensure you can participate fully and equally during the recruitment and selection process.

Thank you to all applicants, but only those selected for an interview will be contacted.

Qualifications / Skills

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

Health & Safety

Successful candidates must abide by Ontario Health & Safety Legislation and follow Township Health and Safety Policies, COVID-19 Protocols and Public Health Guidelines.