

TOWN OF NIVERVILLE

<i>Section</i> Personnel	<i>Classification</i> Policy
<i>Subject</i> Recreation Programmer Job Description	<i>Pages</i> 4
<i>Authority</i> Town Manager	<i>Effective Date</i>
<i>Approved (date and resolution number)</i>	<i>Index Number</i> PER-CS01

POSITION TITLE:	RECREATION PROGRAMMER
REPORTS TO:	Town Manager

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.

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 Town Manager for policy and program direction.
 - Implementing 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.
 - Prepares and presents policy recommendations to the Town Manager regarding facilities and services.
 - Conduct ongoing and final evaluations of programs and services.

2. **Volunteer Promotion.** The Recreation Programmer shall:
 - Encourage and promote volunteerism as an integral part of the community.
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 Town 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 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.
4. **Promotion.** The Recreation Programmer shall:
 - Promote recreational activities and services of the Town and other 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 Town 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:
 - Provide scheduling of and access to resources that would encourage maximum use of existing facilities.
 - Promote and educate facility organizations regarding granting and funding opportunities to assist in meeting capital and programming needs.
 - Educate facility organizations on regulatory requirements (Best Practices).
6. **Staffing.** The Recreation Programmer shall:
 - Be responsible to hire, supervise, monitor and evaluate summer program staff and instructors as required.
 - Be responsible for all staff and volunteers as required for special events.
7. **Other Duties.** The Recreation Programmer shall:
 - Develop and manage the programming budget.
 - Perform other duties as assigned by the Town related to Recreational Programming.
 - May have to work irregular hours to participate in or coordinate evening and weekend activities and as such be open to daily flex hours.

