

## EMPLOYMENT OPPORTUNITY

---

## RECREATION PROGRAMMER

### POSITION SUMMARY

As the Town of Vegreville evolves, so do our employment opportunities. Our work culture includes a dynamic mix of professionals, with a diversity of skills and expertise. As a Recreation Programmer, you will assist in the development, coordination and implementation of a community recreation program related to preschool, children, adults, seniors and special events. This full-time permanent position will plan and run a variety of activities, special events and recreation programs while ensuring the safety of participants. These programs may operate at the Town of Vegreville Aquatic & Fitness Centre, the Library, and in various parks and locations throughout the town. The Recreation Programmer exercises independent judgement on matters pertaining to the development, coordination, and implementation of approved programs.

### DUTIES & RESPONSIBILITIES

- Plan and participate in recreational programming.
- Make recommendations on the development, implementation and discontinuation of recreation programs and events.
- Provide guidance and information to community groups and committees related to the work performed; promotes interest and participation in program activities; establishes and maintains liaison with agencies and community groups.
- Respond to customer inquiries and provide information to interested participants.
- Collaborate with the Community Engagement Department to prepare publicity material for the promotion of programs or events
- Ensure safety and well-being of participants.
- In consultation with key internal and external stakeholders, arranges for and schedules space within the assigned facilities or area; participates in the review of centre policies and procedures.
- Monitors programs, keeps statistical records, and prepares narrative evaluations of programs.
- Maintains a variety of operating, and administrative records, provides cost and revenue estimates for a segment of the community centre recreation programs and assists in overseeing collection and accounting for admissions and fees.
- Initiates requisitions for materials and equipment within budgetary limits and arranges for the disposal of unsafe, worn, or obsolete equipment.
- Enforces rules and regulations and deals consistently and tactfully with groups or individuals who fail to observe these.

### QUALIFICATIONS & KEY COMPETENCIES

- Considerable knowledge of the methods, materials, equipment, and practices involved in conducting community recreation programs.
- Working knowledge of the fundamentals of program leadership and recreational instruction.
- The ability to organize, promote and direct others in a variety of group recreational activities.
- The ability to provide guidance to community recreation program committees and to promote interest and participation in program activities.
- The ability to meet and deal tactfully with the public and maintain control and exercise discipline with tact and consistency.
- The ability to maintain statistical, financial, and clerical records and write reports.

- Skill in the use of recreational equipment and the performance of various recreational activities.
- Post-Secondary education in recreation or a related discipline is required.
- Preferably a minimum of one year's experience related to the work.
- A valid Class 5 Driver's License is required.
- A Criminal Records Check is a requirement of this position along with a satisfactory Vulnerable Sector Check. A clearance requires the absence of any criminal charges or convictions.

**Application deadline is Monday, September 23, 2024, at 12:00 PM. To apply, email your resume and cover letter to [employment@vegreville.com](mailto:employment@vegreville.com).**

**Thank you to all that apply. Only those selected for an interview will be contacted.**