



Recreation Programmer Job Description

We are looking for a creative and enthusiastic Recreation Programmer to join our team. The Recreation Programmer oversees the coordination and administration of all recreation programming aspects offered by Pender Harbour Community School. Pender Harbour Community School aims to offer a variety of opportunities to address the recreational, leisure, lifelong learning, and social connection needs of the community. The Recreation Programmer plans, develops and implements recreation programs for various age and interest groups in our community in accordance with the organization's missions, goals, policies and procedures. The Community Recreation Program reports to the Pender Harbour Community School (PHCS) Executive Director. Please send your resume and cover letter to Pendercommunity@gmail.com by March 14th, 2025.

Major Responsibilities:

Develop and coordinate after school programs, developing, overseeing, and supervising the various MPES & PHSS programs (under guidance of the PHCS executive director and MPES/PHSS principal)

Develop and coordinate community recreation programs, developing, overseeing, and supervising the various programs to all community members (under guidance of the PHCS executive director)

Identify and evaluate the risks associated with program activities and take appropriate action to control the risks

In consultation with the Executive Director, recruit and orient qualified instructors/facilitators.

Conduct administrative duties associated with recreation programming such as :

- Maintenance of accurate program registration records and fee collection
- Maintenance of accurate program statistics, facility usage and activity reports
- Advertise and promote programs through approved channels

- Create a budget for each program/course (as needed) and ensure programs are running within budget
- Report monthly on program deliverables and financials
- Comply with the documentation required by the funder and PHCS
- Oversee the collection and maintenance of records on the clients of the program for statistical purposes according to the confidentiality/privacy policy of the organization

Actively engage with community members to assess programming satisfaction and find new opportunities:

- Attend MPES & PHSS PAC meetings as needed / requested
- Attend community recreation team meetings as needed/requested
- Respond to community requests for programs and make ongoing adjustments as needed
- Collaborate with other community organizations and service providers (as possible) and make efforts to expand service delivery
- Report evaluation findings to the executive director and recommend changes to enhance the program, as appropriate
- Ongoing program review, reporting evaluation findings to the Manager and recommend changes to enhance the program, as appropriate

More Details:

- 10-15 hrs/wk; additional hours may be added if programming allows
- Deal with participant disputes and setting priorities with tasks
- Maintain confidentiality of participant information and organizational details
- Ability to work independently and as part of a team
- Ability to facilitate or provide support to lead facilitators for a variety of programs

Requirements:

- Experience in recreation program development and management
- RCMP Criminal Records Check with vulnerable sector required
- Standard first aid and CPR or willingness to be certified by a specific date
- Foodsafe certification or willingness to be certified by a specific date
- Knowledge of local community
- Experience working with children, adults and seniors of all abilities
- Working knowledge of computers and applications including word processing, publisher, power point, spreadsheets, email and internet
- May be required to work some evenings and weekends to monitor program activities