

Job Information

Job title	Programmer I		Job Code: PROG1	Pay Grade: K
Title of immediate supervisor	Programmer II or III			
Department/Division	Recreation			
Prepared by	N. Pallan			
Date Created	Mar 18, 2015	Revised date		
Dept Head Signature	Originally signed by Eva Riccius	Date	April 13, 2018	

Job Purpose

Programs one or more specific program areas within a Section, including program planning, implementation, evaluation and supervision. Develops and maintains community partnerships and off-site programs. Performs a broader programming focus relative to the Program Technician.

Duties and Responsibilities

- Creates, plans, implements and evaluates recreation programs, services and special events.
- Recruits, orients, trains, supervises and evaluates program leadership staff. Coordinates training activities for leadership staff.
- Schedules and coordinates programs, facilities and leadership staff.
- Evaluates the program instructional staff and the perceived program quality as described through program evaluations completed by participants.
- Completes community and user need analysis as appropriate.
- Develops and implements a marketing and promotional plan for their program area with their supervisor's approval.
- Prepares program brochure copy and other program advertising.
- Prepares draft budget estimates for specific programs and/or facility area in conjunction with supervisor.
- Maintains and operates within program budget as directed.
- Makes routine program purchases.
- Ensures effective use of public resources by making recommendations to supervisor to optimizing program enrolment and facility use.
- Provides leadership in promoting customer service and public relations.
- Performs other related duties as required.

Qualifications

- Two year post-secondary diploma in recreation, leisure studies or a related field.
- Two years of experience in program planning and staff supervision.
- Program specialty certification where required.
- An equivalent combination of education and experience may be considered.
- Valid Class 5 BC Driver's Licence as required.
- Satisfactory Police Information Check.
- Occupation First Aid Level II as required.

Physical Requirements

Some physical activity required.

Working Conditions

Works in an office environment.