

Revised: October 1, 2005 jd

PROGRAMMER I – Teen Activity Centre
Recreation Department

DEFINITION

Under the supervision of a Programmer II or III or Manager, the Programmer I will be responsible for the direct programming of one or more specific program areas within a Section. The Programmer I will defer to their supervisor for major programming decisions and overall direction in situations of a difficult nature. The Programmer I may be responsible for the development and maintenance of community partnerships and off-site programs. Relative to the Program Technician position, the Programmer I may be assigned departmental duties and has a broader programming focus.

ILLUSTRATIVE DUTIES AND RESPONSIBILITIES:

- Creates, plans, implements and evaluates youth/teen programs and special events.
- Recruits, orients, trains, supervises and evaluates program youth centre 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 draft budget estimates for specific programs and/or facility area in conjunction with supervisor.
- Maintains and operates within program budget as dictated
- Makes routine program purchases.
- Ensures effective use of public resources by optimizing program enrollment and facility use.
- Provides leadership in promoting customer service and public relations.
- Performs other related duties as required.

KNOWLEDGE, SKILLS AND ABILITIES ON THE JOB:

- A basic understanding of the philosophies and practices of municipal recreation.
- Knowledge of the planning, promotion, implementation and evaluation of recreation programs.
- Good leadership and organizational skills.
- Enthusiasm, energy, interpersonal and organizational skills necessary to develop a positive working environment for their area of responsibility.
- Demonstrates Saanich Core Competencies as they relate to this position (see all behaviour statements):
 - Adaptability - willingness to be flexible in a changing work environment

- Relationship Building - establishes and maintains respectful and cooperative working relationships.
- Effective Communications - communicates effectively with others.
- Problem Solving - recognizes and acts to resolve problems.
- Customer Focus - provides excellent service to both internal and external customers.

REQUIREMENTS:

- College Diploma in recreation, leisure studies or a related field.
- Two years experience in program planning and instruction.
- Equivalent combination of education and experience.
- Program specialty certification where required.
- A valid Class 5 BC Driver's Licence.
- Satisfactory Criminal Record Check.

STANDARDS:

- Support and uphold the established policies and objectives of the Municipality and the Department in all areas of activity.
- Will not release or discuss non-routine municipal or departmental business without prior authorization of the Department Head.
- Adhere to all established Department and Municipal rules and regulations. Maintain an up-to-date knowledge of the provisions and requirements of the statutes, bylaws, and regulations affecting the division.
- Maintain the performance levels set by the Department in the execution of all duties and responsibilities.
- Maintain a cooperative working relationship with employees, management, and the public.
- Maintain regular communication with supervisors, keeping them fully informed of all non-routine, urgent and/or controversial matters.
- Shall not receive or solicit a subscription, gratuity or fee for or in conjunction with any service or presumed service performed by him/her as an employee.