

## Job Information

Job title	<b>Programmer I</b>	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	

## 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.
- Employment is subject to provision of a satisfactory Police Information Check with Vulnerable Sector (PIC-VS) check no older than 6 months. Renewal of PIC-VS is required as per policy.
- Occupation First Aid Level II as required.

## Physical Requirements

Some physical activity required.

## Working Conditions

Works in an office environment.