

**PROGRAMMER II**  
Recreation Department

**DEFINITION**

Under the supervision of the Manager, the Programmer II undertakes full program responsibility for a Section. The Programmer II provides direction to the development, planning, coordination, scheduling and evaluation of recreation programs. Responsibilities include the supervision of staff and the marketing of programs and facility services. The Programmer II will exercise considerable independent initiative and judgment in fulfilling their duties and in their contact with the public and user groups. Responsibilities also include direct programming and community and partnership development. Direction and supervision will be provided to Program Instructor, Program Technician and Programmer I where applicable. Relative to the Programmer I position, this position has greater responsibility and autonomy in staff supervision, budget development/control and overall section operations.

**ILLUSTRATIVE DUTIES AND RESPONSIBILITIES:**

- Plans, promotes and evaluates recreation programs.
- Recruits, trains, and supervises program instructors and related staff.
- Creates lesson and facility schedules for program activity areas within the centres or community settings.
- Evaluates program instructional staff and the perceived program quality as described through program evaluations completed by participants.
- Facilitates divisional program planning for a core business area within the division providing recommendations for program development to management.
- Participates in the development and delivery of endorsed national, provincial, regional, corporate and/or divisional strategic initiatives and projects.
- Provides leadership in the marketing and promotion of their program area.
- Completes community and user need analysis as appropriate.
- Prepares program brochure copy and other program advertising as necessary.
- Participates in the sections budget development and is responsible for the expenditures and revenues of their respective program area.
- Ensures effective use of public resources by optimizing program enrolment and facility use.
- Acts as a team member in the overall delivery of all centre programs and services.
- Provides leadership in promoting friendly and positive relationships with all clientele and in striving towards excellence in customer service.
- Promotes community development through liaison with other social service agencies and facilitation of community groups.
- Keeps the Centre Manager informed of all activities and may act for the Centre Manager in their absence.
- Performs other related duties as required.

**KNOWLEDGE, SKILLS AND ABILITIES ON THE JOB:**

- A thorough understanding of the philosophies and practices of municipal recreation.

- A thorough knowledge of the planning, promotion, implementation and evaluation of recreation programs.
- Maintain an up-to-date knowledge of the provisions and requirements of the statutes, bylaws, and regulations affecting the Division.
- Good leadership and organizational skills.
- Enthusiasm, energy, interpersonal and organizational skills necessary to develop a positive working environment for the 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:**

- University Degree in Recreation, leisure studies or related field with two years experience in recreation programming, or equivalent combination of education and experience.
- A valid Class 5 BC Driver's Licence.
- Program specialty certification where applicable.
- 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 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.