Job Information

Job title	**Programmer II**		Job Code: PROG2	Pay Grade: Q
Title of immediate supervisor	Recreation Manager			
Department/Division	Recreation			
Prepared by	N. Pallan			
Date Created	Mar 18, 2015	Revised date		

Job Purpose

Undertakes full program responsibility for a Section. Provides direction to the development, planning, coordination, scheduling and evaluation of recreation programs. Supervises other programming staff and direct leadership staff. Develops and maintains partnerships and community development with organizations of a regional, provincial or national level. Responsibilities include the marketing of programs and facility services and direct programming. Oversees an assigned business area within Division and/or Department.

Duties and Responsibilities

- Plans, promotes and evaluates recreation programs.
- Recruits, trains, and supervises program instructors, programmer Is, program technicians and related staff.
- Creates program and facility schedules for program activity areas within facility or community settings.
- Schedules and coordinates programs, facilities and leadership staff.
- Evaluates direct reports and perceived program quality as described through program evaluations completed by participants.
- Provides recommendations for program and service development/delivery to management.
- Participates in the development and delivery of assigned national, provincial, regional, corporate and/or Divisional strategic initiatives and projects.
- Provides leadership in the marketing and promotion of their program area(s).
- Completes community and user need analysis.
- Prepares program brochure copy and other program advertising.
- Participates in the Section’s 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/divisional 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 Manager informed of all activities and may act for the Manager in their absence.
- Performs other related duties as required.

Qualifications

- University Degree in Recreation, leisure studies or related field.
- Three years of experience in recreation programming
- Program specialty certification where applicable.
- An equivalent combination of education and experience may be considered.
- 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.
- Valid Class 5 BC Driver's Licence as required.

Physical Requirements

No physical activity required.

Working Conditions

Works in an office environment.