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[» Apply Now](#)**Title** Recreation Programmer**Department** Parks, Recreation & Culture**Job Status** Temporary Full Time**Posting Status** Accepting Applications**Employment Group** CUPE**Job ID** 19-157**The Opportunity** *This temporary opportunity is for a period of up to 18 months.*

Nature & Scope of Work This is recreational arts, culture and heritage programming work assisting a superior in the planning and implementation of arts, culture and heritage programs in community recreation centres, art centres, and offsite locations. The work involves supervising program staff; establishing and maintaining liaison with a variety of internal and external contacts; promoting and publicizing interest and participation in a variety of recreational arts, culture and heritage activities and programs; and assisting in the monitoring of program budgets. An incumbent provides facility supervision and exercises some independence of judgment and action within the limits of established policies, procedures and guidelines. Unusual problems and policy matters are referred to a superior who reviews work performance in terms of the attainment of desired objectives and provisions of effective services to the public.

Required Knowledge, Skills and Abilities

- Sound knowledge of the arts, culture and heritage requirements and resources of the area served.
- Sound knowledge of organized community recreation and arts, culture and heritage principles and practices.
- Working knowledge of the methods, practices, policies and procedures applicable to the work.
- Working knowledge of teaching methods and group leadership techniques related to the work.
- Working knowledge of social activities, crafts, arts, culture and heritage, and other pursuits related to various recreational programs.
- Ability to plan, schedule, implement, coordinate, evaluate and recommend changes to a variety of programs.
- Ability to prepare operating schedules and to coordinate facilities usage.
- Ability to assist in the recruitment of part-time and contract instructors and to train and evaluate same.
- Ability to establish and maintain effective working relationships with a variety of external and internal contacts.
- Ability to prepare and maintain records and reports related to the work manually and/or using a computer.
- Ability to organize and coordinate special events.

Desirable Training & Experience Community College graduation in community recreation plus related courses in arts, culture and heritage or post-secondary diploma in arts or cultural services, or an equivalent combination of training and experience. Previous experience in arts, culture and heritage programming, Emergency First Aid and CPR-C, High Five, and Food Safe certifications are considered assets.

Required Licences, Certificates and Registrations Valid Class 5 Driver's Licence for the Province of British Columbia.

Safety Requirements Incumbents are required to follow all applicable Safe Work Procedures, participate in Occupational

Health & Safety training, meetings and to report any hazards in the workplace.

Hours of Work 40 Hour Non-Standard Work Week

Pay Grade 18

Pay Rates \$27.99, 29.16, 30.37, 31.62, 32.94 per hour

Posting Date 9/11/2019

Posting Closing Date 9/18/2019

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