

Recreation Hub Programmer - East

Operational Services – Parks & Recreation

Position Conditions: This permanent, full-time position (40 hours per week) will be offered in accordance with conditions identified in the Collective Agreement between the City of Brandon and CUPE Local 69.

NOTE: Successful applicants must pass a Police Criminal Record Check.

Rate of Pay: \$28.86 - \$31.07 per hour - 2023 rates.

Closing Date: 11:59pm on November 15, 2024.

This competition will include testing and an interview.

PURPOSE OF POSITION

The Recreation Hub Programmer coordinates and implements recreation programs and special events that meet the needs of the community, and completes other duties as assigned. Activities include event scheduling, planning, management, staffing and/or volunteer management, prize solicitation, program registration, assessing community needs, recreation program development and direct delivery of programs and evaluations. They coordinate the planning of activities and programs in accordance with community-broad objectives, emphasizing superior internal and external customer service. This position requires flexible hours of work to be present for programs and events, including weekends and evenings.

TYPICAL DUTIES AND RESPONSIBILITIES

Planning and Service Delivery

- Plans, schedules, implements and evaluates programs/events to encourage active participation in programs that enhance quality of life in the areas of recreation and events.
- Collaborates with external stakeholders to identify, develop, and organize community events or programs.
- Ensures that all programs and activities are implemented according to relevant legislation, policies and procedures, including appropriate licensing, participation levels, and safety regulations and standards.
- Directs, trains and supervises temporary/ seasonal staff and volunteers and monitors proper completion of work, and in some cases delivers programming.
- Monitors facility or site to ensure a safe and effective delivery of event, programs or activities, and that customer needs are being met.
- Performs critical post-event evaluations to determine need and effectiveness of the event and identify opportunities.
- Performs programming duties and participates in activities outside of regular office hours; community collaboration and event delivery includes weekend and evening hours of work.

Administration

- Prepares program reports as required.,
- Monitors program budgets to ensure that expenditures and revenues are in line with projections, providing input, analysis and recommendations on the budget, and suggestions for enhancing revenue or streamlining expenditures.
- Monitors contracts (such as rental agreements).
- Prepares information for advertising campaigns for programs and events, including a variety of promotional and presentation materials and related communications for internal and external use.
- Develops, collects, and prepares any relevant program materials including meeting notes, program agendas, check lists, signage, registration and resource lists, and administrative records as they relate to the programs and events.
- Assists in the planning, research, development and implementation of programs and special projects.
- Purchase supplies/equipment as required for activities/events.
- Creates, types, formats and proofreads materials such as manuscripts, technical documents, forms, vouchers, and correct grammatical, punctuation, and spelling errors.
- Promotes good relations with media and outside organizations.
- Performs related duties similar to the above in scope and function as required.

NOTE: This description is not intended to limit the assignment of work or be construed as a complete list of the many duties to be performed by the incumbent.

MANDATORY QUALIFICATIONS & EXPERIENCE

- Grade 12, G.E.D., or Mature High School Diploma
- Ability to hold and maintain a valid Manitoba Class 5 driver's license
- Minimum of three (3) years experience at a midline supervisory level.
- Minimum of two (2) years in recreation or a related field.
- Standard First Aid & CPR/C

PREFERRED QUALIFICATIONS & EXPERIENCE

- Post-secondary or equivalent diploma or undergraduate degree in recreation or related field or a combination of experience and education
- Previous experience coordinating or supervising volunteers.
- Demonstrated experience organizing programs, as well as small and large-scale community events.
- Supervisory experience within a union environment.

WORK CONDITIONS

The Recreation Hub Programmer works independently and as part of the team providing support to a variety of people.

- Self motivated and quality driven to perform independent projects (daily);
- Wide variety of tasks requiring ability to manage multiple projects and make independent decisions (daily);
- Work in a shared and consultative manner with other employees (daily);
- May be necessary to travel throughout the City and visit various facilities or work sites in all types of weather conditions (frequently).

The City of Brandon is committed to an inclusive, barrier free environment and will accommodate the needs of applicants under the Accessibility for Manitobans Act (AMA) throughout all stages of the recruitment and selection process. We thank all applicants for their interest; only those advancing in the competition will be contacted. If contacted to participate in the process, please advise if you require an accommodation. If you are interested in finding out more about the City of Brandon job opportunities as soon as they are posted, please follow us on Facebook or X!