


<p>This is CITY OF LANGLEY</p> 	<i>Title:</i> <b>Recreation Programmer</b>	<i>Date:</i> December 2022
	<i>Department:</i> Recreation and Culture	
	<i>Classification:</i> Inside	<i>Pay Grade:</i> 19
	<i>Date Signed Off by the Union:</i>	

### **Nature and Scope of Work**

This is recreation work involving organizing, promoting, coordinating and monitoring programs for recreation and assisting a superior in planning and administering the operations and promotion of programs in the community to support community programming. The incumbent is responsible for identifying and assessing the needs and interests of recreational programs for the community. An incumbent plans, organizes and evaluates recreation programs, activities and special events and provides leadership and instruction on various programs and activities. An incumbent exercises independence of judgement 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 provision of effective services to the public.

### **Illustrative Examples of Work**

Identifies and assesses the needs and interests of recreational programs for the community; and promotes, implements and evaluates a variety of programs, lessons and activities subject to a superior's approval.

Plans, organizes, and evaluates recreation programs and activities such as drop in activities, registered programs and special events; and provides leadership and instruction on various programs and activities.

Promotes interest and encourages participation in recreation activities and special events; updates website and social media platforms; and creates marketing and promotional materials subject to review by a supervisor.

Enforces rules and regulations and ensures that required standards of behavior and safety are maintained; makes recommendations to a supervisor on new procedures, policies, instructions and forms subject to the review of a superior.

Oversees and directs the day to day work of casual staff and volunteers; assists with scheduling staff; resolves problems and complaints; and provides training as required.

Conducts research related to recreation programming; submits grant proposals; purchases and orders supplies needed for programs.

Provides a variety of information and assistance in response to enquiries from participants and the public; and collaborates with community partners.

Monitors and tracks expenses; provides budget requirement information to a superior; and assists in the monitoring of program budgets.

Maintains connectedness, relationships and engagement with participants.

Performs related work as required.

### **Required Knowledge, Abilities and Skills**

Sound knowledge of the social, cultural and recreational needs and interests of community recreation.

Sound knowledge of the principles, concepts, practices and objectives of community recreation programs to provide inclusive recreation, social and cultural services for all.

Sound knowledge of the rules, regulations, procedures and policies governing the work performed.

Sound knowledge of the fundamentals of program leadership and recreational instruction.

Ability to plan, develop and coordinate programs and activities and provide leadership and instruction on such programs and activities.

Ability to train and oversee the work of staff and volunteers.

Ability to establish and maintain effective relationships.

Ability to develop a positive environment and team culture.

Ability to prepare and maintain correspondence, records, reports, and promotional material.

Ability to oversee and participate in various recreational and social activities.

Skill in the operation of a variety of equipment used in the programs.

### **Desirable Training and Experience**

Diploma in Recreation or related discipline plus courses related to programming within a recreation setting and sound related community recreation experience; or an equivalent combination of training and experience.

### **Required Licences, Certificates and Registrations**

Driver's Licence for the Province of British Columbia.

Emergency First Aid.