

Job Posting: Recreation Programmer

Department of Community Development & Recreation, Town of Berwick

Applications are now being accepted for the full-time position of **Recreation Programmer**

As a member of the Town of Berwick Department of Community Development and Recreation team, the **Recreation Programmer** will be responsible for the planning and implementation of the popular After School Program (ASP) servicing the Berwick and District School elementary school population, Berwick Summer Day Camp and other Town of Berwick Recreation based programs. The incumbent will assist the Town of Berwick Recreation Coordinator with administrative duties; including but not limited to communications, program planning and coordination of special events.

The successful candidate will have a post-secondary degree or diploma in Recreation, Community Development or a related discipline and a minimum of one years' experience. An equivalent combination of education and experience will also be considered. Key assets for the position would include High Five Training, First Aid/CPR, knowledge of social media, Microsoft Office Suite and Canva.

The **Recreation Programmer** will be a motivated, creative individual with a passion for physical activity and a keen interest in community development. They will have a sense of humour, enjoy working as part of a larger team and be flexible – each day will look different in this role!

Hours of work will be 9:00 AM – 5:00 PM, Monday to Friday, at the Town of Berwick Administrative Offices and Carol's Place Recreation Building. This is a full-time, year-round salaried position.

Interested candidates are invited to submit a cover letter and resume in PDF or JPG format to the undersigned no later than 4:30 PM on Wednesday, October 27, 2021:

Human Resources

hr@berwick.ca

A full job description can be viewed at www.berwick.ca/employment.html

*We thank all candidates for their interest; however
only those selected for an interview will be contacted.*

The Town of Berwick is an equal opportunity employer.

Job Description: Recreation Programmer

Department of Community Development & Recreation, Town of Berwick

Nature & Scope:

The Recreation Programmer will function as a member of the Town of Berwick Department of Community Development & Recreation (“the Department”). They will provide safe, quality Recreation based programming to the participants of the After School Program (ASP) and other Town of Berwick recreation based programs. They will be responsible for developing, delivering and managing programming, ensuring all programs meet High Five principles of childhood development.

The incumbent will also assist the Town of Berwick Recreation Coordinator with administrative duties; including communications, program planning and coordination of special events.

Accountability to:

Recreation Coordinator, Director of Community Development and/or Chief Administrative Officer

Specific Responsibilities:

Program Coordination:

1. Manage the administration of the After School Program (ASP) and Summer Day Camp Program

- Provide supervision, activities and guidance appropriate to participant’s age and development
- Provide positive role-modeling for participants, staff and volunteers to the program
- Plan and lead age appropriate programs using a team approach that meet or exceed recreational program expectations
- Communicate program expectations and activities with guardians of program participants and the general public as requested
- Develop and maintain current, accurate and confidential client files
- Complete appropriate attendance records, daily log, and program plans

2. Human Resources

- Manage a team of seasonal staff, including scheduling and conflict resolution
- Work effectively with the staff team
- Nurture and maintain relationships with all staff, volunteers and participants
- Develop and maintain open communication with all staff members, reporting in a responsible manner and through appropriate channels as necessary

Recreation Assistance:

1. Assist the Recreation Coordinator with communication needs
 - Update social media (including Facebook, Twitter and Instagram) with Community Development and Recreation specific notices
 - Create eye-catching graphics and posters using Canva for upcoming programs and events
 - Answer telephone calls and emails as required, sharing community information and Department specific information
 - Update the Town of Berwick website with information pertaining to the Department
 - Assist with promotion of recreation services through radio and print media
 - Assist with coordination of schedules for various recreation facilities; including Ball Fields, Town Hall Gymnasium and Carol's Place Recreation building

2. Assist the Recreation Coordinator with program planning
 - Receive community feedback in programming gaps, using this information to investigate new programming opportunities
 - Assist with planning and registration for Summer Day Camp, Multisport, Parent and Tot, Senior/Adult Fitness and Public Skating

3. Assist the Recreation Coordinator with special events and festivals
 - Assist with the promotion, coordination and implementation of community events within the Town of Berwick including; Halloween, Santa Claus Weekend, Winter Carnival, Sports Hall of Fame, Apple Blossom Festival, Volunteer of the Year, Gala Days, Canada Day etc.

4. Other duties and responsibilities
 - Assist with reports and other special projects within the Department
 - Liaise with community based organizations as appropriate for program planning and event coordination
 - Assist in the development of programs and services within the Department - Handle public inquiries relating to community information
 - Attend evening and weekend meetings and professional development opportunities as necessary
 - Other duties as assigned by members of the Department

Required Training and Qualifications:

- Post-secondary degree or diploma in Recreation, Community Development or a related discipline
- One year of related work experience in a similar environment
- High Five Training, First-Aid/CPR
- Knowledge of Social Media, Microsoft Office Suite and Canva
- Strong written, communication and organizational skills

This is a full-time position. Compensation includes a competitive salary and a benefits plan. The hours of work will be Monday to Friday, 9 AM to 5 PM (35 hours per week). Evening and weekend work as required.