

# TOWN OF NIVERVILLE

<b>Section</b>  Personnel	<b>Classification</b>  <b><i>Policy</i></b>
<b>Subject</b> Camps and Recreation Programmer Job Description	<b>Pages</b>  5
<b>Authority</b>  Chief Administrative Officer	<i>Effective Date</i>

<b>POSITION TITLE:</b>	<b>CAMPS AND RECREATION PROGRAMMER</b>
<b>REPORTS TO:</b>	<b>RECREATION FACILITY MANAGER</b>

## POSITION SUMMARY

The Camps and Recreation Programmer in collaboration with Town Officials and community interest groups, will facilitate the delivery of camps and recreation programming to enhance recreational opportunities for the community of Niverville. The primary focus of this position is to expand and develop camp offerings. Programming responsibilities will include scheduling and promotion, volunteer development, facilitating resource sharing, enhancing existing facility use, research and preparation of grant applications, supervise camps and programming staff, and manage social media and marketing of the Recreation department.

## GENERAL ACCOUNTABILITIES

1. **Programming.** The Camps and Recreation Programmer shall:
  - Facilitate, plan, encourage and deliver public recreation programs which will include physical recreation, social recreation, artistic and group recreation, intellectual recreation, and audience entertainment based on identified needs.
  - Be aware of the recreation needs of community members in the area, communicating these to the Recreation Facility Manager for policy and program direction.
  - Implementing programs for effectively and efficiently meeting the needs of community members.
  - Work with other organizations and communities where applicable to offer joint recreational programming, avoiding duplication of services.

- Prepare budgets, grant applications, marketing tools, program plans, and other records for recreational programs and events.
  - Prepare and present policy recommendations to the Recreation Facility Manager regarding facilities and services.
  - Conduct ongoing and final evaluations of programs and services.
2. **Camps.** The Camps and Recreation Programmer shall:
- Work with the Recreation Facility Manager on the hiring of Camp Staff, supervise, monitor, and evaluate Camp Staff as required.
  - Support the planning, implementation, and delivery of camps throughout the year in Niverville.
  - Manage and lead Camp Staff to deliver engaging and profitable programs.
  - Provide schedules and be the point of contact for Camp Staff.
3. **Promotion.** The Camps and Recreation Programmer shall:
- Promote recreational activities and services of the Town and other local non-profit community organizations regularly through the Town website, social media, distributing Recreation e-News, posters, brochures, and word of mouth, etc.
  - Provide communication and information through regular contact with community organizations within the Town.
  - Maintain cooperative planning and working relationship with other community organizations as well as with regional, provincial, and national organizations concerned with recreation.
  - Keep Recreation Facility Manager updated as to programs, facilities and projects through monthly written reports and making an annual report for general community distribution.
4. **Reception/Customer Service.** The Camps and Recreation Programmer shall:
- Answer phones in a professional manner and route calls as necessary.
  - Greet people and direct them to appropriate area.
  - Communicate important building events / information related to the building as required.
  - Take payment for rentals and memberships.
  - Assist in day-to-day scheduling as required.
5. **Resource.** The Camps and Recreation Programmer shall:
- Facilitate the exchange of information between community groups and regional, provincial, and federal organizations. Minutes of meetings to be provided to the Recreation Facility Manager.
  - Provide consultation services to community and volunteer organizations to strengthen their ability to meet community needs and to provide services that reflect those needs.
  - Provide information and resource materials for community organizations within the Town.

- Where appropriate, serve as a resource person along with the Recreation Facility Manager, to community organizations for planning and development of facilities, programs, and projects with an emphasis on growing camps in Niverville.
  - Provide access to resources that would encourage sustainable facilities.
  - Advise and assist community organizations and/or individuals in the selection and application of appropriate grants and fundraising.
  - Serves as a backup role for Facility Scheduler functions.
  - Serves as a backup role for Recreation Programmer.
6. **Volunteer Promotion.** The Camps and Recreation Programmer shall:
- Encourage and promote volunteerism as an integral part of the community.
7. **Facility.** The Camps and Recreation Programmer shall:
- Be responsible for setup of courts and flex space when required.
  - Perform cleaning tasks throughout the facility.
  - Monitor court attendant schedules and usage.
8. **Other Duties.** The Recreation Programmer shall:
- Perform other duties as assigned by the Recreation Facility Manager or CAO.
  - May have to work demand-based hours based on Recreation Facility Manager's requests.

### **KEY PERFORMANCE MEASURES**

- ✓ Service Quality, measured by community feedback and programming utilization.
- ✓ Operational Effectiveness, measured by alignment of program offerings with community demographic needs.

### **TECHNICAL COMPETENCIES**

- ✓ Post-secondary education in disciplines such as recreation, administrative management, leadership or human resource management will be considered an asset.
- ✓ Practical knowledge and experience in computer systems for business/recreation applications.
- ✓ First Aid/ CPR must be completed and maintained throughout employment.
- ✓ Must possess and maintain a valid Class 5 Manitoba driver's license.
- ✓ Child Abuse Registry and Criminal Record Check must be completed prior to employment and maintained throughout employment.
- ✓ Abilities in public speaking & interpersonal communication.
- ✓ Understanding of bookkeeping is an asset.
- ✓ Have experience in community setting as a recreation professional.
- ✓ Experience supervising and motivating staff an asset.

## **CORE COMPETENCIES**

- ✓ Integrity & Trust ..... Seen as a direct, truthful individual; widely trusted and adheres to a strong set of core values.
- ✓ Accountability ..... Understands the role of leadership; make oneself accountable to manager(s)/ supervisor(s) relating to one's work performance.
- ✓ Service Orientation ..... Demonstrates concern for meeting internal and external ratepayer needs in a manner that provides satisfaction for the ratepayer within the resources that can be made available.

## **BEHAVIOURAL COMPETENCIES**

- ✓ Communication Skills—  
Oral ..... Demonstrates the ability to speak thoughts and express ideas effectively in individual or group situations.
- ✓ Communication Skills--  
Written ..... Demonstrates the ability to express ideas, thought and concepts clearly in writing, using correct and appropriate grammar, organization and structure.
- ✓ Problem Solving  
..... Identifies problems and uses logic, judgment, and data to evaluate alternatives and recommend solutions to achieve the desired organizational goal or outcome.
- ✓ Action Oriented ..... Can be counted on to get things done.
- ✓ Self-Confidence..... Belief in one's own ideas and capability to be successful; willingness to take an independent position in the face of opposition or conflicting ideas.
- ✓ Collaboration ..... Works cooperatively with others, inside and outside the organization, to accomplish objectives to build and maintain mutually beneficial partnerships, leverage information, and achieve results.

- ✓ Delegation ..... Delegate responsibility and authority as appropriate.
- ✓ Innovation & Creativity ... Develops new insights into situations and applies different and novel solutions to make improvements with services, methods, systems or ideas.
- ✓ Planning & Organizing ..... Is able to quickly identify what is important, establish priorities, creating work sequences in order to coordinate effort while maintaining workflow and meeting deadlines.

.