



**Parks and Recreation
Temporary Recreation Programmer**

Position Summary:

Reporting directly to the Director of Parks and Recreation, assist the Department with a wide range of programs, special events and recreation opportunities.

Qualifications:

1. Successful completion of an approved diploma course in Recreation or diversified background in Recreation Programming or related fields.
2. Proven successful and progressive experience in the field of recreation programming, special events, and/or marketing for a minimum of one (1) year.
3. Possess effective interpersonal, communication, marketing, public relations and organizational skills.
4. Capable of working with minimal supervision and have a high sense of responsibility
5. Proficient in the use of computer applications including Microsoft Word, Excel and Outlook.
6. Familiar with social media platforms.
7. Successful grant writing skills would be an asset

Hours of work:

Due to the nature of the Temporary Recreation Programmer's work, no designated hours of work shall apply. The Recreation Programmer shall work an average of forty (40) hours a week.

Salary

\$24.61 per hour for the duration of the temporary contract (approximately 5-months with a possible extension)

Applicants are invited to submit in confidence a detailed cover letter and resume by 4:00 on Thursday **July 7, 2022**.

Arin Crinnion - Human Resources Coordinator
City of Pembroke
1 Pembroke St. East, Pembroke, ON K8A 3J5
Email: [Human Resources](#)
Fax: 613-735-3660

The City of Pembroke is an equal opportunity employer and encourages applications from all qualified individuals.



Accommodation for applicants with disabilities is available upon request.

We thank all candidates for their interest, however, only those selected for an interview will be contacted. No telephone calls please.

Personal information submitted will be used for the sole purpose of this competition. It is collected under the authority of *The Municipal Act, RSO 2001*, and will be used in accordance with *The Municipal Freedom of Information and Protection of Privacy Act* for employment purposes.

In accordance with the Municipal Freedom of Information and Protection of Privacy Act, the personal information is collected pursuant to the Municipal Act, R.S.O. 2001, Chapter c.25 and will only be used to determine the qualifications for employment.



City of Pembroke
Job Description

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|-------------|----------------------------------|
| Title: | Temporary Recreation Programmer |
| Department: | Parks and Recreation |
| Reports to: | Director of Parks and Recreation |

Education, Skills and Abilities:

- Successful completion of an approved diploma course in Recreation or diversified background in Recreation Programming or related fields.
- Proven successful and progressive experience in the field of recreation programming, special events, and/or marketing for a minimum of one (1) year.
- Possess effective interpersonal, communication, marketing, public relations and organizational skills.
- Capable of working with minimal supervision and have a high sense of responsibility
- Proficient in the use of computer applications including Microsoft Word, Excel and Outlook.
- Familiar with social media platforms.
- Successful grant writing skills would be an asset.

Responsibility:

Reporting directly to the Director of Parks and Recreation, assist the Department with a wide range of programs, special events and recreation opportunities.

Duties:

- Plan, promote, develop and co-ordination of recreational programs and special events.
- Liaise with various interest groups, volunteers, business representatives regarding specific programs and special events.
- Research and solicit funding opportunities including grants, sponsorships and donations.
- Recruit volunteers, developing ideas or new program opportunities that will enhance recreation in the community.
- Evaluate programs and special events.
- Maintain a high level of good public relations with clients, organizations, general public and the media.



- Maintain awareness of general recreational trends and resources.
- Maintain inventory of recreation equipment and supplies.
- Attend meetings when required.
- Answer telephone and counter inquiries and to provide a broad range of information on departmental services.
- Be familiar with facility booking procedures and be able to collect fees for facility and program usage.
- Possess and exercise a high degree of accuracy, productivity and efficiency in carrying out the required duties of the Recreation Programmer.
- Able to perform other related duties as assigned from time to time.

Hours of work:

Because of the nature of the Recreation Programmer's work, no designated hours of work shall apply. The Recreation Programmer shall work an average of forty (40) hours a week at the straight-time rate.