



# Job Description

## Regional Recreation Programmer

Regional District of Central Kootenay

**TITLE OF IMMEDIATE SUPERVISOR:** Regional Program Supervisor

**TITLE OF IMMEDIATE SUBORDINATES:** N/A

**DEPARTMENT:** COMMUNITY SERVICES

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### SUMMARY OF POSITION:

Under the general supervision of the Regional Program Supervisor, the Regional Recreation Programmer is a member of the regional programming team. The Regional Recreation Programmer will be responsible for planning, organizing and maintaining a diverse selection of recreation based programs, activities, training, events and volunteer opportunities that will be delivered in a variety of parks and facilities across the RDCK.

The Regional Recreation Programmer works collaboratively with RDCK facility staff and local community groups to ensure opportunities are being optimized to achieve increased participation in recreation programs and services. This position requires a high level of creativity, innovation and flexibility in order to enable and develop recreation opportunities that support the recreation service goals of the RDCK and meets the needs of individuals and the community while working within budgetary and operational realities.

Success in this position requires a high degree of flexibility and an ability to work with varying schedules to meet operational requirements within Parks, Recreation and Culture Services across the RDCK. The Programmer is based out of one facility and serves an important role as the liaison between stakeholders at that facility and the Regional Programming team. The Regional Programmer is expected to travel regularly to Recreation facilities around the Regional District and to the Nelson office for meetings, as required.

### ROLE AND RESPONSIBILITIES:

1. Ensures high quality recreation opportunities exist for the community which meet community needs, maximizes use of RDCK parks and facilities, ensures safety, and reflects the goals of the Parks, Recreation and Culture Services department, RDCK Recreation Commissions and the RDCK Board.
2. Plans, implements, monitors, and evaluates programs and services to ensure needs are being met. This includes networking with industry professionals, liaising and partnering with community groups and organizations and researching new trends to ensure programs are improved, developed and discarded according to client needs and revenue generation.

3. Works cohesively and cooperatively with other Regional Programmers to develop complimentary programs and services that provide a variety of recreation opportunities in parks and facilities within the scope of the Parks, Recreation and Culture Services department.
4. Ensures the delivery of quality programs that adhere to government standards, department policies, and professional regulations.
5. Actively seeks out new and emerging recreation trends and services for delivery in RDCK parks and facilities.
6. Proactively interacts with members of the community (groups and individuals) to assess community needs and develop new opportunities for facility usage across the RDCK.
7. Serves as a liaison between their home facility and the programming team, addressing issues when possible or directing inquiries to the appropriate functional programmer for resolution.
8. Utilizes organizational software for efficient reporting procedures to maximize efficient program planning and development to ensure objectives are met.
9. Collaborates with the Communications Coordinator to promote and cross market recreation programs and services through the Parks, Recreation and Culture Services marketing plan to ensure maximum participation and revenue generation.
10. Works collaboratively with Regional Program Supervisor, Facility Managers and Functional Leaders to optimize facility space use for programming, events and community use.
11. Through collaboration with parks and facility staff, develops programs and services that can be managed within local facility staff resources and within facility budgets.
12. Works collaboratively with the community to foster, and provide event planning support for community level events, as appropriate.
13. Develops and manages the program area's budget to maximize revenue and recover costs. This includes preparing and administering regular reports and updates on programs and services.
14. Obtains sponsorships and accesses funding and/or grant opportunities that support organizational objectives
15. Performs all administrative duties and functions that relate to setting up and maintaining programs and services in recreation software.
16. Leads recreation projects, as assigned.
17. Performs other related duties as required.

#### REQUIRED QUALIFICATIONS AND EXPERIENCE:

- Degree in Recreation Administration
- Two years of related experience programming for multi-generation age groups in a variety of recreation settings. May include Fitness, Aquatics, Community Recreation, Outdoor Recreation or Arena programming
- Acceptable equivalent combination of education and experience
- Experience with Recreation Software including registration, bookings and administration functions would be considered an asset
- Event Management experience
- Experience or knowledge in the operations of public recreation facilities would be considered an asset.
- Training and experience in a computerized work environment with a high level of knowledge and experience in MS Office (Excel, Word and Outlook)
- Valid B.C. Drivers' License and safe driving record
- Standard First Aid, CPR-level C, AED
- Satisfactory Criminal Record

#### REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Demonstrated success, developing, organizing and implementing a variety of inclusive recreation programs, activities and events.
- Demonstrated ability to plan and execute small and large scale events for all ages as well as specific interest groups.
- Proven ability to plan, set and achieve goals.
- Current knowledge of provincial legislation and health and safety as it relates to recreation programs and services.
- Demonstrated ability to develop and maintain strong relationships.
- A well-defined sense of diplomacy, including solid negotiation, problem solving, conflict resolution, and people management skills.
- Demonstrated ability to plan, monitor and maintain department and program budgets.
- High level of critical and logical thinking, analysis, and/or reasoning to identify underlying principles, reasons, or facts.
- Demonstrated ability to meet various deadlines in a constantly changing service environment.
- High degree of resourcefulness, creativity, flexibility, and adaptability.
- Ability to navigate political and cultural sensitivities.
- Commitment to the RDCK values: Health and Safety, Integrity, Accountability and Respect.
- Strong verbal and written communication skills.
- Excellent customer service and public relation skills.

**ACCEPTANCE:**

I have read and discussed the expectations for this position. The associated tasks have been explained to me by my direct supervisor and I am prepared to accept these responsibilities.

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Employee Name                      Employee Signature                      Date

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Employer Representative Name                      Employer Representative Signature                      Date