



## THE CORPORATION OF THE MUNICIPALITY OF RED LAKE- JOB DESCRIPTION

<b>Job title</b>	<i>Recreation and Activities Programmer</i>
<b>Department</b>	<i>Recreation</i>
<b>Reports to</b>	<i>Facilities, Parks and Recreation Supervisor</i>
<b>Direct Subordinates</b>	<i>N/A</i>

### **Job purpose**

As an employee of the Municipality of Red Lake, the Recreation and Activities Programmer plays an important role in community development and well-being. The Recreation and Activities Programmer will promote, implement and organize recreation and community events that meet the social, cultural and recreational needs of the community as well as the goals of the Municipality of Red Lake. The Recreation and Activities Programmer will ensure corporate and departmental policies are adhered to.

The Recreation and Activities Programmer is expected to be a team leader and to make significant contributions to the strategic management of the municipality.

### **Duties and responsibilities**

1. Determine the needs of the community as it relates to activities, events and recreation programs.
2. Organize, develop, market and implement inclusive activities and events.
3. Assist the Recreation and Facilities Supervisor with the department's annual operating and capital budgets related to special events and programming.
4. Prepare all reports as required
5. Assist in the evaluation of programs and events.
6. Recruit volunteers for programs and events.
7. Assist in the completion of grant applications related to events and programming.
8. Assist with inquiries regarding events and programming from the general public.
9. Work with other community organizations in planning, implementing and organizing events and activities.



1. Create and implement special events and programs.
2. Develop promotional material for programs.
3. Assist community groups with special events.
4. Follow all municipal policies, procedures, provincial and federal legislation, as well as municipal budgets.
5. Work independently with minimal supervision.
6. Report directly to the Facilities, Parks and Recreation Supervisor.
7. Work in compliance with the Occupational Health and Safety Act.
8. Be capable of issuing and receiving oral and written instruction.
9. Evaluate programs and special events and prepare all reports as required.
10. Recruit volunteers for special events and programs.
11. Respond to the public as required.
12. Draft, prepare and implement a budget.
13. Identify and order supplies for programs and events.
14. Provide consulting to various community groups in implementing its programs.
15. Other duties as required.

### **Qualifications**

1. Post secondary diploma or degree in Recreation and Leisure or equivalent. Previous experience is an asset.
2. Must possess strong organizational, communication, customer service and marketing skills.
3. Strong Computer skills.
4. Certified fitness instructor or personal trainer certification is an asset.
5. Must be self motivated and independent as well as able to work within a team setting.
6. Must keep up with changing trends within the recreation industry.
7. Experience with volunteer non-profit associations is an asset.
8. Ability to work varied hours (evening and weekends).
9. Class G driver's license.

### **Working conditions**

The Recreation and Activities Programmer will work in an office environment at the Red Lake Community Centre five (5) days a week. This position is 35 hours per week, Monday to Friday, with occasional evenings and weekends as required.

### **Physical requirements**

This job requires the performance of duties resulting in only normal physical fatigue caused by periods of light to moderate physical effort.



**Working Relationship**

- 1. Regular contacts with all Municipal Departments.
- 2. Regular contact with the general public.

<b>Supervisor Approval:</b>	
<b>CAO Approval:</b>	
<b>Date approved:</b>	
<b>Review Date:</b>	March 1, 2022