

PROGRAMMER

(Adult, Outdoor & Community Events)

Approval Date:	August 2025	Department:	Recreation & Culture
<input type="checkbox"/> IAFF	<input checked="" type="checkbox"/> CUPE	<input type="checkbox"/> Management	
Title of Management Supervisor:	Recreation Program Manager		

General Accountability:

Purpose and Scope

Reporting to the Recreation Program Manager and taking day to day direction from the Program Coordinator, the Programmer works with the Program Coordinator in the planning and development of recreation and culture services for the City of Campbell River with respect to Adult, Outdoor, Special Events and Community Outreach.

For the purpose of staff development and to meet operational needs, Programmers may rotate on a regular basis and will undertake cross-training to assist with relief in different program areas.

Nature and Scope of Work

- Plan, implement, promote, and evaluate programs and special events with respect to adult and community special events that involve all ages, stages, and abilities.
- Assist with community outreach initiatives.
- Work with the Program Coordinator to apply for grants to support adult programming areas, special events and community initiatives.
- Assist in recruiting, training, orienting, supervising, and evaluating program staff and volunteers in the programs offered.
- Implement training and orientation for staff and volunteers working in program area.
- Assist in the development and monitoring of program budgets at a program level.
- Complete advertising, marketing, promotion, staffing and room bookings for the program area, programs, and events.
- Input, manage and analyze program related data from the recreation management software system.
- Provide leadership to promote and maintain positive public relations.
- Provide direct leadership and supervision during events.
- Provision of ongoing support and training to ensure that program leaders build trust with participants.
- Assist the Program Coordinator with community development by:
 - Collaborating with existing community groups to offer programs and community special events.
 - Facilitating community engagement opportunities to identify current and future needs, trends, and opportunities of recreation opportunities for assigned program areas.
- Substitute or work in special events, programs, and classes on an as needed basis.
- Complete seasonal reports on programs offered.
- Attend meetings as required.
- Other related duties as may be assigned.

Necessary Qualifications

Knowledge:

- Clear understanding of the goals and objectives of recreation and inclusion.

- Clear understanding and ability to encourage Community Development.
- Knowledge of WorkSafeBC regulations and safe work procedures.
- Knowledge of fundamentals of accident prevention.

Skills:

- Excellent interpersonal skills.
- Effective verbal and written communication skills.
- Demonstrated teambuilding and leadership skills.
- Effective organizational, planning and time management skills.
- Demonstrates the Department's core values of teamwork, respect, integrity, communication and kindness.
- Proficiency in basic level of Microsoft Word.
- Familiar and experience developing marketing materials with publishing software (e.g., Microsoft Publisher, Adobe InDesign, Adobe Photoshop, Canva)
- Familiar with online recreation registration systems.
- General computer literacy.

Abilities:

- Proven ability to deal courteously and tactfully with the public, user groups, other agencies, and internal departments.
- Proven ability to work within and contribute to a proactive team environment.
- Proven ability to supervise staff and volunteers.
- Ability and willingness to contribute to maintaining a respectful, safe, and supportive work environment that embraces diversity, along with treating everyone with courtesy, dignity and fairness.

Education:

- Two (2) year diploma in recreation or closely related field, from a recognized post-secondary institution, combined with a minimum of three (3) years' experience in the programming, planning, scheduling, marketing, and promoting of community recreation programs and events, within the last seven (7) years.

OR

A one (1) year certificate program in recreation or closely related field, from a recognized post-secondary institution, combined with a minimum of five (5) years recent experience in the programming, planning, scheduling, marketing, and promoting of community recreation programs and events, within the last ten (10) years

Training:

- Must possess and maintain a criminal record and vulnerability sector check.
- Must possess and maintain valid Emergency First Aid and CPR certifications.
- Must possess and maintain a valid Class 5 driver's license and must produce and maintain a clean driver's abstract, as per City policy.

Experience:

- Three (3) years recent experience in programming, planning, scheduling, marketing, and promoting of community recreation programs and events, within the last seven (7) years.
- One (1) year recent supervisory experience, within the last seven (7) years.
- Experience working with citizens of all ages and abilities.

Preferred Criteria: (External Postings)

- Experience working with "Xplor Recreation" or similar recreation management software.
- Degree in Recreation
- Valid Class 4 Drivers License
- Access to a personal vehicle for business use
- NL Certification, WSI Certification, LSI Certification

Unusual Working Conditions

- Some evenings, weekends and split shifts may be required.
- Working in an outdoor environment in all weather conditions.