

PROGRAMMER (Summerside Express)

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 Programs Manager		

General Accountability:

Purpose and Scope

Reporting to the Recreation Programs Manager and taking day-to-day direction from the Program Coordinator, the Programmer works with the Program Coordinator in the planning, development, implementation, and delivery of the Summerside Express program for the City of Campbell River. This Programmer role is specific to the delivery of the Summerside Express program, a specialized summer camp program that provides opportunities for neurodiverse individuals and/or children and youth with diverse abilities.

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 as needed.

Nature and Scope of Work

- Plan, implement, promote, deliver, and evaluate the Summerside Express program for neurodiverse individuals and/or children and youth with diverse abilities.
- Work collaboratively with program participants families', behavior support teams, care givers and program funders to fully understand and competently assess children's abilities, match leader to children, and identify appropriate camp placement.
- Strong focus on building relationships and trust with participants, their caregivers, and families.
- Provide strong leadership to promote and maintain positive public relations with program funders, families, and other groups.
- Identify and understand neurodiverse and complex diverse behaviors and manage and implement appropriate strategies for complex and challenging behaviors of program participants.
- Assist in recruiting, training, supervising, coaching, and evaluating summer camp Leaders and Recreation Aides.
- Implement training and orientation for staff and volunteers working in the program area.
- Provide ongoing support and training to ensure that Recreation Aides provide excellent care for participants, understand children's abilities, implement behavior plans, build trust with participants, their caregivers, and families.
- Complete advertising, marketing, staffing, and room bookings for program area, programs, and events.
- Complete transportation, room and out trip bookings, as well as plan and complete other camp logistics for the Summerside Express program.
- Assist with community outreach initiatives related to program area.
- Assist in the development and monitoring of program budget at a cost centre level.
- Work with Program Coordinator and program funders to understand contract objectives and ensure objectives are successfully met.
- Assist the Program Coordinator with community development by seeking input into the present and future needs of the Summerside Express Program.
- Input, manage and analyze program related data from the recreation management software system related to program area.

- Attend meetings as required.
- Complete seasonal reports on the Summerside Express program.
- Other related duties as may be assigned.

Necessary Qualifications

Knowledge:

- Clear understanding of the goals and objectives of recreation and inclusion.
- Knowledge of neurodiverse and complex diverse behaviors.
- Knowledge of Autism Spectrum Disorder and intellectual disabilities
- Sound knowledge of strategies to manage complex and challenging behaviors.
- Knowledge of WorkSafeBC regulations and safe work procedures.
- Knowledge of fundamentals of accident prevention.

Skills:

- Demonstrated skill in identifying, managing, and implementing strategies for complex behaviors.
- 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 trust, respect, integrity, communication and kindness.
- Proficiency in basic level of Microsoft Word (minimum 60% within the past 18 months).
- Familiar with digital design and publishing software programs.
- Familiar with online recreation registration systems.
- General computer literacy.

Abilities:

- Proven ability to deal professionally and respectfully with co-workers, public, user groups, other agencies, and internal departments.
- Proven ability to work within and contribute to a positive 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:

- Diploma in Social Work or Child and Youth Care or closely related field, from a recognized post-secondary institution, combined with a minimum of three (3) years' recent experience working with, and in planning and implementing programs and/or services for neurodiverse individuals, within the last seven (7) years.

OR

A one (1) year certificate in Educational Assistant or ECE Special Education Assistant program or closely related field, combined with a minimum of five (5) years' recent experience working with, and in planning and implementing programs and/or services for neurodiverse individuals, within the last seven (7) 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:

- Minimum of three (3) years recent experience in working with, and in planning and implementing programs and/or services for neurodiverse individuals, 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 in developing and implementing inclusive and specialized recreation programs and initiatives.
- Education, training or certification in Inclusion and Special Needs Education.
- Degree in Social Work, Child, and Youth Care.
- Valid Class 4 Driver's License.
- Access to a personal vehicle for business use.

Unusual Working Conditions

- Some evenings, weekends and split shifts may be required.
- Working in an outdoor environment in all weather conditions.
- Some job duties require physical stamina and strength.
- May be required to lift and transfer participants.
- May be required to attend to the personal hygiene of participants.