

Assistant Programmer- Programs and Events

Approval Date:	March 2026	Department:	Recreation and 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 and Culture Program Manager and taking direction from Program Coordinators and Programmers, the Assistant Programmer- Programs and Events is responsible for planning, delivering, and evaluating community programs and events, and ensuring program and event quality, safety, and compliance. The incumbent provides leadership across programs and events, providing direction and support to program/event staff and volunteers. The position fosters inclusive and supportive relationships with participants and community partners.

Nature and Scope of Work

- Plan, implement, and evaluate a range of activities and experiences with the goal of activating the downtown core.
- Assist with planning and implementing special events in Spirit Square, downtown and other venues.
- Lead, support, and participate in the delivery of the department's and some community organizations' downtown activations and events.
- Assist with supervising and overseeing program leaders and volunteers, including directing work, and providing input into evaluations.
- Assist with recruiting, training, and orienting leaders and volunteers.
- Engage with all participants, community partners, and activity and event contractors in a positive and proactive manner to ensure a welcoming and supportive environment.
- Work cooperatively with other program staff and program partners to promote inclusion.
- Ensure ongoing communication with coworkers, parents, program partners and supervisors.
- Ensure equipment and facilities are used in a safe and proper manner.
- Ensure the safety, care and security of all program and event participants.
- Work with administrative staff to maintain and monitor class lists and waitlists, on an as needed basis.
- Assist with program budget development and communicate budget needs to Supervisor.
- Provide excellent customer service for all recreation users.
- Participate in meetings, leadership and teambuilding activities as needed.
- Maintain records, reports and statistics as required.
- Other duties as required.

Necessary Qualifications

Knowledge:

- Thorough knowledge of games, sports, and crafts used in recreation programs and events, relevant to age or community group.
- Working knowledge of event planning and implementation.
- Working knowledge of the goals and objectives of recreation and inclusion.
- Working knowledge of outdoor program and event safety procedures.
- Working knowledge of practical strategies to adjust the program or event to meet participants' needs or a changing environment.
- Basic knowledge of computers and basic software programs for word processing and e-mail use.
- Basic Knowledge of WorkSafeBC regulations and safe work procedures.

Skills:

- Skilled in facilitating indoor and/or outdoor activities, as needed for program area.
- Excellent communication skills.
- Excellent group management skills.
- Excellent customer service skills.
- Good organizational and time management skills.
- Excellent interpersonal and problem-solving skills.
- Demonstrated teamwork and leadership skills.
- Demonstrates Department’s Core Values of Trust, Respect, Integrity, Communication and Kindness.

Abilities:

- Ability to work within and contribute to a positive team environment.
- Ability to maintain a positive attitude and a high degree of enthusiasm.
- Ability to proactively and positively manage participant behaviors.
- Ability to be adaptable and flexible to ensure inclusion and support program participants.
- Ability to independently plan and deliver quality programs relevant to the program area.
- Ability to work with minimal support and supervision from a supervisor.
- Ability and willingness to contribute to a respectful, safe and supportive work environment that embraces diversity, along with treating everyone with courtesy, dignity and fairness.

Education:

- Grade 12

Training/Certification:

- Must possess training or courses in the following areas:

- Leadership or supervisory skills
- Program or event planning

Plus, one of the following:

- Community Development
 - Trained or certified with NCCP courses
 - Volunteer Management
 - Safety and Risk Management
 - Diversity and Inclusion
- Emergency First Aid with Child CPR C 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.
 - Must successfully attain and maintain a clear criminal record check, including a vulnerable sector check.

Experience:

- Minimum of two (2) years’ experience working with in recreation programs and/or events within the last seven (7) years.
- Minimum of three (3) months experience supervising staff and/or volunteers, within the last five (5) years.

Preferred Criteria (For External Candidates Only)

- Diploma or Certificate in Recreation.
- Experience with volunteer mentorship.
- Experience working with “Xplor” or similar recreation management software.
- Valid Class 4 Drivers License.
- Access to a personal vehicle for business use.

Unusual Working Conditions

- Working outdoors in all weather conditions
- Weekend, evening, split shifts will be required
- Some job duties require physical strength and stamina