

**CITY OF FORT ST. JOHN  
JOB DESCRIPTION**

**POSITION TITLE: RECREATION PROGRAMMER**  
**DEPARTMENT: COMMUNITY SERVICES**  
**DATE: OCTOBER 2002**

**NATURE AND SCOPE OF WORK**

The Recreation Programmer will coordinate and implement various programs and special events including event scheduling, event management, event staffing, prize solicitation, and coordination of registration and awards. He/she will coordinate planning of activities and entertainment in accordance with stated objectives, with an emphasis on superior customer service. Must be able to work flexible hours including weekends and evenings and be present for all events.

**SUPERVISION RECEIVED**

Accountable to the Director of Community Services.

**SUPERVISION EXERCISED**

May supervise employees, volunteers and/or contract individuals.

**KEY RESPONSIBILITIES**

Plans, schedules, implements, and evaluates small and large-scale community events/conferences.

Prepares for publication a variety of brochures, calendars, letters, posters, news releases flyers and related communications regarding special events/conferences.

Coordinates, schedules and maintains related records and statistics for events.

Monitors event service delivery to ensure customer needs are being met.

Researches information to assist in the development of innovative events, including trend analysis and demographic analysis.

Monitors budget to ensure that expenditures and revenues are in line with budget projections. Provides input, analysis and recommendations on budget process including providing insight and examples for enhancing revenue or streamlining expenditures.

Directs and trains temporary and seasonal staff and volunteers, and monitors proper completion of work.

Develops and presents updates; provides necessary reporting to relevant committees or the Director of Marketing and Communications.

Ensures compliance with appropriate licensing and/or safety regulations and standards.

Promotes good relations with media and outside organizations.

Performs related duties similar to the above in scope and function as required.

**Required Knowledge, Abilities and Skills**

Thorough knowledge of recreation programs as may be offered by the Department; proven ability and technique in planning, scheduling, implementing, and evaluating group, social and recreational activities; proven experience organizing small and large-scale community events/conferences.

Ability to organize, schedule and supervise staff and volunteers, and maintain good working relationships with co-workers, other personnel, and the public.

Capable of working independently and/or with a team to manage projects from beginning to end.

Excellent public presentation skills; ability to present to small or large audiences verbally, graphically and in written form.

Demonstrated ability to perform complex and multiple tasks in a rapidly changing environment.

Excellent oral and written communication skills.

Exemplary customer service skills coupled with formal customer service training.

Working knowledge of related legislation and regulations; ability to exercise sound judgment in the interpretation and application of related policies and procedures.

Proficient in the operation of computers including word processing, database, publishing and spreadsheet programs, preferably Word, Excel and Access, Publisher and Adobe

Competency in the areas of leadership and the ability to work as a team player within the department and overall organization.

Proven ability managing budgets and preparing budget forecasts.

Supervisory experience working within a union environment/contract.

**Qualifications, Licences, Certificates and Experience**

- Diploma or undergraduate degree in recreation administration, physical education, marketing or related field
- Minimum 3 years experience at a mid line supervisory level
- Valid BC Class 5 Drivers' Licence