

NOW HIRING



CITY OF
PORT ALBERNI

RECREATION PROGRAMMER

The City of Port Alberni is a community of over 19,000 people. Located centrally on Vancouver Island, we are a well-serviced and growing municipality that offers residents affordable west coast living, as well as proximity to oceans, lakes, rivers and mountains.

The City of Port Alberni is currently accepting applications from positive, enthusiastic and outgoing candidates for the position of full-time **Recreation Programmer**. The successful applicant will play an important role in the future of the Parks, Recreation and Culture department and is responsible for the development, implementation, promotion and evaluation of new and current community-based recreation programs and services.

Under the direction and support of the Recreation Services Manager, the successful applicant will have the opportunity to bring new ideas to our community to meet the programming needs of residents of all ages. This position entails a combination of administrative responsibilities and direct program delivery, and fosters positive relationships with staff and the public. The ability to work flexible hours to meet program requirements including days, evenings and weekends is required.

Examples of duties include:

- Planning, organizing, coordinating and evaluating programs, services and special events.
- Providing leadership, coaching and supervision as well as hiring, scheduling and training staff, volunteers and contract instructors.
- Liaising closely with the public, external groups and associations involved in community recreation.
- Monitoring and evaluating recreation programs; implementing changes and seeking opportunities for improvement.
- Assisting in the preparation, monitoring and oversight of program budgets.

Qualifications:

- Completion of a bachelor's degree in Recreation Management, Sport Administration or related field from a recognized post-secondary institution.
- A minimum of 2-years of related community recreation development experience, including staff leadership and supervision.
- Sound knowledge of the principles, philosophies, objectives of developing and administering recreation programs, services and special events.
- Knowledge of the social, cultural and recreational needs and interests of our community.
- A strong understanding of physical literacy and how it applies to recreation programs and services.
- Working knowledge of the safety practices, policies, regulations and rules applicable to the work performed.
- Possession of a valid BC Class 5 Driver's License.
- Current Standard First Aid and CPR-C/AED certification.
- Excellent verbal and written communication skills.
- Experience working with the programming module of PerfectMind software.

The successful candidate will be required to successfully complete a Police Information Check. The rate of pay for this position is \$40.40 per hour and includes a full benefits package. In addition, this position works a flex-day schedule.

To Apply: Please forward a resume and cover letter, including copies of your qualifications, by October 29th at 4:30pm:

Attention: Human Resources
By mail: City of Port Alberni, 4850 Argyle Street, Port Alberni, BC V9Y 1V8
By email: humanresources_resumes@portalberni.ca

We wish to thank all applicants for their interest and advise that only those selected to be interviewed will be contacted.