



Job Posting

Recreation Programmer

The Recreation Programmer is responsible for leading the development of comprehensive, community level recreation programming throughout the Municipality. The Recreation Programmer will report to the Director of Recreation and Community Services and works closely with the Active Living Coordinator.

Please visit our website at www.cumberlandcounty.ns.ca for a detailed position description and pay scale.

The position competition closes Wednesday, February 8, 2023 at 2:00 pm.

Please forward your resumes to:

Municipality of the County of Cumberland
Kellie Seaman, Human Resources Generalist & Safety Advisor
1395 Blair Lake Rd
Upper Nappan NS B4H 3Y4

kseaman@cumberlandcounty.ns.ca

*Clearly mark your resume "Recreation Programmer"

MUNICIPALITY OF THE COUNTY OF CUMBERLAND

Position Description

Recreation Programmer

Department of Recreation and Community Services

Overview

The Recreation Programmer is responsible for leading the development of comprehensive, community level recreation programming throughout the Municipality. The Recreation Programmer will report to the Director of Recreation and Community Services and works closely with the Active Living Coordinator.

Job Duties and Responsibilities

Program Development and Delivery

- Lead the development of recreation program delivery across the Municipality. This includes planning, implementing, promoting, and evaluating opportunities in a variety of settings and across the lifespan.
- Manage the summer recreation programs.
- Support and develop other municipally managed recreation programs.
- Work with department staff and others to coordinate/support municipal event/festival planning and implementation.
- Support service delivery at the Teen Centre.

Administration

- Assist with sourcing and writing grant applications to support seasonal staff and new program ideas.
- Assist in the coordination of seasonal employees, training and evaluation of required program staff, and volunteers to deliver programs.
- Prepare content for reports relating to Recreation for Management and Council.
- Maintain accurate resident participation records; and analyzes data to assist in the development of future appropriate programs.
- Assist the Director in the annual development of Recreation budgets.
- Attend appropriate recreation sector meetings as approved by the Director.

Community Liaison

- Work in partnership with recreation staff to ensure communities are aware of recreation information and funding programs available.
- Support the Active Living Coordinator to implement and/or facilitate clinics and workshops regarding community needs annually to enhance volunteer skills.
- Respond to specific requests for information, or inquiries, from residents or community groups.

Qualifications

University degree in Recreation, Sport Management, Community Development, or equivalent education / training. Previous experience in recreation programming and events organizing. Related work experience in a Municipal environment an asset.

Excellent communication and interpersonal skills that can be applied to interactions with the public, community partners, provincial & federal agencies, co-workers, and Council. Excellent administrative and organizational skills.

Proficient in using Microsoft Office Suite, email & internet, and the ability to learn new technology is required.

Driver's license valid in Nova Scotia.

Terms and Conditions of Employment

The Municipality has an approved salary scale for this position. Placement and incremental increases on this scale are based on qualifications, experience and demonstrated ability to perform the responsibilities of this position.

Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
\$51,000	\$52,875	\$54,750	\$56,625	\$58,500	\$60,375

The Municipality's Personnel Policy should be referred to for additional information regarding conditions of employment.