

Job title	<i>Programming Coordinator</i>
Regular Working Hours	<i>Varies; 20hrs/week</i>
Reports to	<i>Recreation Director</i>
Employment Dates:	<i>September – December 2020</i>
Rate of Pay:	<i>Minimum wage + based on experience</i>

Job purpose

- To plan, administer, and manage all fall programming for Canning & District Recreation Commission under the direction and discretion of the Recreation Director.

Duties and responsibilities

Job duties and responsibilities of the Programming Coordinator include, but may not be limited to, the following:

- Working with community partners to plan and execute community programming/events including, but not limited to, Canada Day event(s), movie night(s), and other community events as required
- Create and implement innovative programming ideas that fall within budgetary expectations for community members within Canning & District
- Responsible for all fall programming administration and paperwork, participant/parent communication, etc.
- Providing support to external program leaders to ensure smooth operation of fall programming; including assisting in record keeping, emergency action plans, etc
- Assist with maintenance of outdoor recreation facilities and playing fields including, but not limited to, mowing, maintaining baseball field, garbage removal, and outdoor restroom facilities
- Answer phone, email, and greet visitors in a professional and friendly manner
- Updating social media pages and website as needed
- Submit end of term report to recreation director detailing skills learned/developed, experiences gained, and areas of consideration for future programming positions

Qualifications

Qualifications include:

- Some post-secondary education in recreation or related field of study OR directly applicable experience
- Knowledge/experience in recreation and/or event planning
- Ability to develop and work within budgetary guidelines
- Basic computer skills including competency with Microsoft Office
- Energetic, self-motivated, and people oriented

Requirements

- Must be registered to attend a post-secondary institution in the fall of 2020
- First aid/CPR certification*
- Criminal Record check and Vulnerable Sector check
- Reliable transportation

*training will be provided in the instance that successful candidate does not currently hold certification

Working conditions

Regular working hours will be established between Programing Coordinator and Recreation Director, however it is expected work will be completed during evenings and weekends, in addition to regular office hours.

Special Considerations: The Nova Scotia Health Guidelines for Covid-19 must be adhered to for all programming including participant numbers, cleaning protocols, community tracing and all other regulations mandated by the Provincial Health Authority.

