



**SAULT
STE. MARIE**

Job Vacancy

Position: Recreation Programmer
Job Posting: CD026-095-2021
Department: CD&ES
Division: Community Centres
Status: Part Time

Wage Range: \$20.54 / hour
Job Class: 8
Shifts: < 30 hours/week
Posted: October 6, 2021
Closes: October 14, 2021, 4:30pm

Primary Duties and Accountabilities include but are not limited to:

- As assigned, develop and direct the provision of programs for a variety of ages, to include; development, planning, scheduling, promotion, implementation, and staff to ensure program quality.
- Assist with the daily operations to include; set-up of rooms for activities, opening the building, kitchen duties, assisting with program delivery.
- Assist with inventory, storage and requisition purchases of program supplies.
- Assist with preparing promotional information for program/activities; e.g. program guide and other print materials.
- Accept course/program registrations; ensure required documentation be completed, including the handling of cash and computer registration.
- Assist in the development and implementation of regular and special events.
- Liaise with, various groups and agencies.
- Prepare program reports, as assigned.
- Attract, place, and support contracted and volunteer instructors; provide activity set-up instructions to maintenance staff and/or summer students.
- Perform general office duties such as filing, attendance tracking, statistical information and records keeping.
- Ensure the facility security and alarm systems are active and operational, when required.
- Maintain a thorough working knowledge of the City's Health & Safety Policies and Procedures.
- Perform all other related duties as may be required.

Qualifications:

- University Degree and/or College Diploma, or working towards, in a related field; e.g. , Recreation and Leisure, Fitness & Health Promotion, Event Management Planning, etc. **OR** three years related work.
- Computer literacy in a Microsoft environment including Excel, Word, Outlook, Publisher, Power Point.
- Working knowledge of ActiveNet and Canva, is an asset.
- Understanding of Occupational Health & Safety Act (OSHA) and Accessibility for Ontarians with Disabilities Act (AODA).
- Program development and proven implementation skills.
- Attract and work with volunteers.
- Work both independently and as a team member, in a fast paced environment
- Ability to read, write and communicate to perform the duties of the position.
- Customer service skills.
- Ability to organize time effectively to perform the duties of the position.
- Ability to meet and interact with people in a pleasant and professional manner.
- Safe Food Handling, is an asset

To apply for this exciting opportunity, please provide a cover letter and resume highlighting your qualifications to:

Email human.resources@cityssm.on.ca
Subject line CD026-095-2021 Recreation Programmer

The Corporation of the City of Sault Ste. Marie is an inclusive employer. Accommodation is available in accordance with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act, 2005.