



**SAULT
STE. MARIE**

Job Vacancy

Position: Recreation Programmer – Community Programming
Job Posting: CD005-015-2026
Department: CDES
Division: Recreation & Culture
Status: Part Time

Wage Range: \$24.65
Job Class: 8
Shifts: < 30 hours/week
Posted: February 12, 2026
Closes: February 20, 2026, 4:30pm

The Recreation Programmer – Community Programming, assists in the development of programs and special events, recruitment of instructors and volunteers and provides oversight of those programs.

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.
- Physically able to perform the work as per the Physical Demands Analysis of the job (repetitive bending and lifting over 10kg is required, long periods of standing and walking).
- 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 CD005-015-2026 Recreation Programmer – Community Programming

❖ *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 Integrated Accessibility Standards Regulation, Part III, Employment Standards.*

❖ *In accordance with the Municipal Freedom of Information & Protection of Privacy Act, all information is collected under the authority of the Municipal Act, 2001, and will only be used during the selection process for the subject posting.*

www.saultstemarie.ca/jobs