



THE CORPORATION OF THE MUNICIPALITY OF RED LAKE

POSITION DESCRIPTION

Recreation and Activities Programmer

1. PURPOSE AND SCOPE

Responsible for planning, organizing, and implementing recreational activities and programs for a variety of individuals and groups within the community of Red Lake. The Recreation and Activities Programmer will create and instruct recreational activities that promote physical, mental, and social well-being, as well as coordinate special events throughout the year.

2. REPORTING RELATIONSHIP

Facilities, Parks and Recreation Supervisor

3. HOURS OF WORK

Monday – Friday 8-4:30pm (evening and weekends as required).
Full-Time Permanent

4. LOCATION

Red Lake Recreational Centre – Red Lake, ON

5. RESPONSIBILITIES

- Assist the Recreation Supervisor with special events, programs, and recruitment of volunteers.
- Overall responsibility for the Rec Centre which includes all operational aspects, supervising staff and ensuring efficient day-to-day functioning.
- Develop, schedule, and instruct recreational programs and related activities.
- Assist with developing the department's annual budget.

6. WORKING RELATIONSHIP

- Regular contacts with all Municipal departments
- Relationship with community members and organizations

7. SKILLS REQUIRED

- Completion of Recreation Program certificate from a recognized college or university
- Strong interpersonal and communication skills
- Self-motivated, work independently, as well as a team.
- Previous experience in recreational, event planning or as a fitness instructor would be an asset.

Deadline: Applications will be reviewed as early as November 7th. The job posting will remain open until a suitable candidate is found.