



## EMPLOYMENT OPPORTUNITY

The Town of Pelham Recreation, Culture and Wellness Department is now accepting applications for the following position:

### **Active Living Programmer (Temporary 18 Month Contract)**

Reporting to the Director of Recreation, Culture and Wellness, the Active Living Programmer is responsible for creating, developing, implementing and improving recreation and wellness programs and activities for youth and adults. The Active Living Programmer is responsible for general programming including Aquatics, March Break, Winter Break and Summer Camps.

#### Duties Include:

- Create, plan, implement and evaluate new programs and activities for youth and adults
- Establish and facilitate the Mayors Youth Advisory Collective and represent the Town at the Regional Aquatic Information Sharing Group
- Train and oversee the Aquatics and Camps Supervisors, and provide leadership to all seasonal camps and aquatics staff including hiring, coaching, and disciplining when required
- Hire, schedule and evaluate qualified instructors for various programs, including contract negotiation
- Maintain accurate sport and fitness program related statistics and records
- Act as the staff representative responsible for communication and conflict resolution with parents of camp and aquatic registrants. Resolve escalating situations and refer to Director if needed
- Ensure that Town policies and procedures are being followed by staff and enforce the safety and operating procedures
- Set up all program booking and administration in ActiveNet
- Analyze, evaluate and prepare recommendations for budgets specific to programming
- Coordinate and purchase program supplies
- Available on-call from June to September to handle any after-hours pool related emergencies

- Liaise with community groups and associations; ongoing communication and interaction with external and internal customers to maintain the highest level of customer service
- Other duties as assigned

The successful candidate will possess the following:

- Post-secondary education in Recreation and Leisure studies or related field
- High Five Principles of Healthy Child Development
- 3 years' experience in a similar role
- Thorough understanding of Ontario Reg. 565
- Advanced knowledge of ActiveNet
- Strong written and verbal communication skills
- Ability to multi-task with excellent organizational skills
- Strong interpersonal skills; capable of working with a diverse staff to achieve desired results professionally and efficiently.
- Work on holidays and evenings as needed
- Valid G Class driver's license

Salary: \$70,382 – \$82,338 (35 hours per week).

Resumes must be submitted directly to Brianna Langohr, Manager of People Services at [hr@pelham.ca](mailto:hr@pelham.ca) by 9:00 am on **Monday, September 18, 2023**.

The Town of Pelham is an equal opportunity employer. We are committed to inclusive, barrier-free recruitment and selection processes and work environments.

In accordance with the Accessibility for Ontarians with Disabilities Act, if you require this document or any additional documents in an alternative format, please contact our office at 905-892-2607, ext. 345. Should you require any special accommodations in order to apply for a position or interview for a position with the Town of Pelham, we will endeavor to make such accommodations.

We thank each applicant for taking the time and effort to submit their resume, however, only candidates to be interviewed will be contacted.

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.