



## Active Living Programmer (18 Month Contract)

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|---|----------------------------|------------------------------------|--|
| Department<br><b>Recreation, Culture &amp; Wellness</b> | Vacancy<br><b>Existing</b> | Employee Group<br><b>Non-Union</b> | Position Type<br><b>Contract (18 Months)</b> |
|---|----------------------------|------------------------------------|--|

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### Join Us at the Town of Pelham!

The Town of Pelham is a vibrant and welcoming community dedicated to creating opportunities for current and future generations. We are proud to be part of the Niagara Region, known for its natural beauty, strong sense of community, and commitment to sustainability and growth.

Pelham is part of the Dish with One Spoon wampum, a treaty that guides a commitment to principles reflecting respect for our shared environment and responsibility to one another:

- Taking only what we need
- Leaving some for others
- Keeping our community clean and thriving

Pelham is home to approximately 19,000 residents and continues to grow while maintaining its small-town charm and high quality of life. The Town's 2023-2027 Strategic Plan prioritizes responsible growth and development, environmental stewardship, and building a resilient, future-ready organization. The mission is to create an active and sustainable community while promoting an exceptional quality of life, valuing its people, their experiences and the environment. Join the team and help make a meaningful difference in Pelham!

### The Opportunity

Reporting to the Supervisor of Recreation Programs, the Active Living Programmer is responsible for creating, developing, implementing and improving recreation and wellness programs and activities for youth and adults. This position is also responsible for general programing including Aquatics, March Break, Winter Break and Summer Camps.

### About You

#### What You Will Do

- 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 related duties as assigned

## What We Are Looking For

Before reviewing the qualifications listed below, we want you to know that we understand you may not meet all the qualifications described. We do still encourage you to apply as you may have other relevant expertise and experience to bring to the role

- 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

## What's In It For You

- A competitive salary ranging between **\$77,095 to \$90,191** with a 35-hour work week (primarily 8:30am to 4:30pm Monday to Friday). Occasional work outside of normal working hours may be required.
- The option to participate in the OMERS pension plan.
- A supportive and collaborative work environment.
- A commitment to creating a diverse, equitable and inclusive culture that promotes a sense of belonging and represents and reflects the needs of the community we serve.

## Summary

- Pay Rate: \$77,095 - \$90,191
- Vacancy: Existing
- Department: Recreation, Culture & Wellness
- Position Type: Contract (18 Months)
- Employee Group: Non-Union
- Work Location: On-site
- Hours of Work: 35
- Number of Openings: 1
- Posted Date: January 13, 2026
- Application Deadline: Friday, January 30, 2026, by 4:30pm

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Applications are available online at <https://www.pelham.ca/careers> and must be submitted by **4:30pm on Friday, January 30, 2026**.

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 Town Hall at 905-892-2607, ext. 315. Should you require any special accommodations to apply for a position or interview for a position with the Town of Pelham, we will endeavor to make such accommodations.

The Town of Pelham does not use artificial intelligence to screen, assess or select applications in the recruitment process.

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.