



## **Recreation Programmer**

The Town of Bradford West Gwillimbury is looking for a dynamic, highly motivated and organized individual to join the Recreation Division of the Department of Community Services.

Reporting to the Recreation Supervisor, this position will be assisting in the design, development, collaboration, delivery, promotion and evaluation of pre-school, child, youth, adult and older adult programming as well as gymnasium, and skate programs. Assists with community programs that serve the community while meeting the needs and interests of participants with exceptionalities. Assists in the marketing, advertisement and promotion of services along with hiring instructors and volunteers to deliver program services. Assists with the preparation, monitoring and accountability of the annual operating budget. Responds to inquiries and resolves concerns, works with Supervisor and other programmers to create opportunities for clients to access existing recreational services in an inclusive fashion. Leads and assists staff to provide support and behaviour intervention during delivery of program services. Creates and manages a volunteer training program to assist individuals with support in order to participate in recreation services. Seeks out funding sources to assist in the operation of new youth and older adult programs and recreational services and opportunities. Involvement in Town special events as required. Assists in obtaining the 'Youth Friendly Designation' via Play Works Ontario.

The successful candidate will have post-secondary education in recreation, physical education or a related discipline with two to three years of experience, preferably in a municipal recreation environment working with pre-school, child, youth, adult and older adults. In addition, candidates will have their Standard First Aid and CPR-C certification and the Ontario High Five certification is preferred. The individual will be able to communicate effectively, professionally and courteously with all levels of staff, external contacts and the general public and be productive in a team environment. Candidates must be able to promote a culture of inclusiveness and work with a diverse population of employees, participants, agencies and the public. Preferred candidates can demonstrate excellent interpersonal, time/project management, organizational, analytical, record keeping, prioritization, problem solving and staff leadership/supervisory skills. Availability to work flexible hours including evenings and weekends will be required as part of a regular schedule. In addition, the candidate must have the ability to travel to off-site locations in a timely and efficient manner as required and will be required to provide a Vulnerable Sector Screening upon hire. Candidates must be able to provide proof confirming receipt of the full series of a Covid-19 vaccine as a condition of hire in accordance with the Town's mandatory vaccination policy.

The position offers a salary range of \$55,644 to \$69,555 (2022 rates) plus a competitive benefit package.

To explore these challenging opportunities further, we invite qualified applicants to forward their resume and covering letter in confidence, quoting file number **2022-RP01** by **January 26, 2022** to:

Town of Bradford West Gwillimbury, Human Resources Department  
125 Simcoe Road, P.O. Box 251, Bradford, Ontario L3Z 2A8  
Fax: 905 775-8633 or email [hr@townofbwg.com](mailto:hr@townofbwg.com)

***We thank all applicants for their interest. However, only those being considered for an interview will be contacted. In accordance with the Municipal Freedom of Information and Protection of Privacy Act, personal information is collected under the authority of the Municipal Act, and will only be used for candidate selection.***

***The Town of Bradford West Gwillimbury is committed to equity in employment. As an equal opportunity employer, we are committed to establishing a qualified workforce that is reflective of the diverse population we serve. We encourage applications from Indigenous peoples, racialized people, persons with disabilities, and those who identify as LGBTQ2S+.***

***The Town of Bradford West Gwillimbury is committed to providing accommodations based on any human rights protected grounds and in accordance with the AODA, throughout the recruitment and selection process. If you require accommodation, please notify us when contacted for an interview and we will work with you to meet your needs.***