

Job Posting

Recreation Programmer (Contract)

The Programmer is responsible for the development and delivery of programs in the areas of Out of School Care, Camps, Community Events, and others as assigned. Programmers are directly responsible for ensuring quality of service through creative planning, ongoing evaluation and problem solving. The successful candidate has proven skills in supervising and leading part time staff. The successful candidate must have strong customer service, planning, financial management, and written and oral communication skills, in addition to a passion for providing quality programs to children, youth, and families.

Key Responsibilities include:

- Assisting in training and developing part-time staff.
- Direct program delivery
- Assisting with financial and risk management
- Program (activity) planning and ongoing evaluation

Required qualifications include:

- College or University degree in leisure, recreation, sports, or a related field.
- Proven experience in developing and delivering quality programs to preschoolers, children and youth, specifically in a Day Camp and/or After School setting
- Standard First Aid & CPR C
- Valid G driver's license

Preferred qualifications (DRA will provide training)

- Non-Violent Crisis Prevention & Intervention
- HIGH FIVE: Principles of Healthy Child Development
- HIGH FIVE: QUEST2

The Recreation Programmer reports directly to the Program Coordinator, and works closely with a team of other Recreation Programmers in supervising a team of part-time staff.

Salary of \$ 39,999.96 per year based on a flexible 40-hour work week

Start date is as soon as possible (September, 2019) – December 2019 with possibility of extension.

Please apply by August 23rd, 2019. Interviews will take place the week of August 27th & 28th.

Dovercourt Recreation Association attn: Mathew Clift, Program Manager

411 Dovercourt Ave, Ottawa ON, K2A 0S9

email: mclift@dovercourt.org Please indicate the position in the subject line.



As a HIGH FIVE® accredited organization; Dovercourt is committed to implementing safety and quality measures for our children's recreation and sport programs.

