

Job Posting

Recreation Programmer (Full Time)

The Programmer is responsible for the development and delivery of programs in the areas of Day Camps, Before and After School Programs, Seasonal Sports and Recreation, and others as assigned. Programmers play a key role in Dovercourt's innovative program delivery through creative planning and hands-on leadership. The successful candidate has proven skills in supervising and leading a team of individuals and in developing and delivering quality recreation programs for children and families. The successful candidate must have strong customer service skills and proven experience in animated program delivery. Excellent organization and time management skills are necessary to succeed in this role as it requires the ability to manage multiple tasks and projects and meet deadlines both as an individual and as a team member.

Key Responsibilities include:

- Creating innovative and original program plans for children's activities
- Assisting with training and developing part-time staff.
- Directly supervising groups of children and front-line program delivery
- Ensuring ongoing risk management through procedure compliance and best practices
- Ensuring a high level of program quality while maximizing the use of effective resources

Required qualifications include:

- College or University degree in recreation, sports, or a related field.
- Proven experience in developing and delivering quality programs, specifically in a Day Camp and/or After School setting
- Standard First Aid & CPR C
- Minimum one year of experience creating and executing program plans

Preferred qualifications

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

The Programmer reports directly to the Recreation Program Coordinator
Salary range is \$38,000 to \$42,000 per year based on a flexible 40-hour work week.
Compensation package also includes RRSP contributions, a subsidized group plan for medical and dental benefits, and access to free programs and services.

Applications will be accepted until the position is filled.

Robin Cloutier, Recreation Director

rcloutier@dovercourt.org

Please indicate the position in the subject line