



THE CORPORATION OF THE TOWN OF NEW TECUMSETH

Recreation Programmer – Fitness and Aquatics

Permanent Full-Time

35 Hours per week

Job # 2018-14

The Town of New Tecumseth is seeking an organized, team-oriented person with a positive attitude and excellent people skills to join our team. Under the direction of the Recreation Program Supervisor, the Recreation Programmer – Fitness and Aquatics is responsible for planning and implementing aquatics and fitness programs, and to oversee the day to day delivery of fitness and aquatics programming.

Qualifications:

- Requires a post-secondary degree or diploma in Recreation, Physical Education, Kinesiology, or a combination of relevant experience and education.
- Minimum of two years demonstrated administrative and program development experience in the areas of fitness and aquatics, including leadership experience, preferably in a municipal environment.
- Required certifications: Standard First Aid, CPR C and AED, Fitness Instructor Certification (CanFitPro), Personal Trainer certification.
- Preferred certifications: National Lifeguard Certification, Swim Instructor Certification
- Proficiency using registration, booking and membership data reporting software (Perfect Mind and/or CLASS).
- Proficiency with computer programs, including word processing, spreadsheets, email and internet.
- A clean criminal record check with vulnerable persons screening.
- Excellent interpersonal skills, including the ability to work effectively with a team.
- Demonstrated leadership and team building skills, including previous experience planning and delivering training.
- Strong written and verbal communication skills.
- Ability to manage time and effectively prioritize tasks.
- Experience providing high-level customer service and responding to the needs of a community.
- Valid G class license is required.

Responsibilities:

- Assist in the recruitment and selection of part time and seasonal staff.
- Coordinate and lead employee orientations, health and safety training, and staff development sessions for recreation and culture programs.
- Oversee program staff, including coaching and mentoring; create staff schedules for fitness and aquatics programs; conduct seasonal program evaluations.
- Review and submit payroll for recreation programs.
- Monitor equipment and ensure that they are replenished as needed, forecasting equipment needs for growth, replacement, and maintenance.
- Develop and input Community Guide program material.
- Receive and respond to customer requests in a timely manner, providing strategies and solutions to avoid escalation of the issue.

Pay Range: \$44,713.76 - \$55,808.48

Start Date: ASAP

**Please submit your cover letter and resume in Word or PDF format to careers@newtecumseth.ca no later than 4:30 pm on February 13, 2018
Please quote competition #2018-14 in the subject line of your email.**

We thank you for your interest, however; only those selected for an interview will be contacted.

The Town of New Tecumseth is an equal opportunity employer that is committed to inclusive, barrier-free recruitment and selection processes. If contacted for an interview, please advise Human Resources if you require accommodation.

www.newtecumseth.ca