

Job Title: Recreation Programmer	Department: Recreation
Reports To: Recreation Manager	Revision Date: October 7, 2026

Position Overview

The Recreation Programmer will be responsible for the active management of a diverse range of recreation services which includes planning, implementing, and promoting programs and/or special events, encouraging community involvement, and working in coordination with other community organizations. The Programmer will recruit enthusiastic instructors and facilitators and seek out new programming ideas for all ages and abilities. Work week may include weekends and evenings, as well as some flex scheduling as required.

Essential Job Functions

- Responsible for recreation programming for all ages, including developing and planning new programs, location, volunteer and staff recruitment and development, and coordinating registration.
- Assist with community events.
- Build relationships and partner with community groups.
- Provide excellent and accessible customer service related to recreation inquiries or registrations in-person, on the phone and through email.
- Be able to fill in or assist in programming or events offered.
- Create advertisements and assist with publicly promoting all programs and special events.
- Other recreation related duties as assigned

Qualifications/Skills

- Minimum Grade 12 education or equivalent. A degree or diploma in recreation or a related field is an asset.
- Excellent communication skills, both verbal and written, with individuals of all ages.
- Strong organizational, time management, and prioritization skills.
- Ability to work independently or as a team.
- Current First Aid/CPR training.
- Valid Criminal Record & Vulnerable Sector Checks.
- Valid Class 5 driver's license.

This is a temporary position with the opportunity for extension or conversion, subject to final budget, operational, and organizational approvals.

Resumes and three references can be submitted to:

Brenden Collins
Recreation Manager
Rural Municipality of St. Clements
recreation@rmofstclements.com

All applications are appreciated; however, only those candidates selected for an interview will be contacted. The position will remain open until filled.