

AMENDED - EXPRESSION OF INTEREST

Parks, Forestry and Recreation Division

Alternate Rate Opportunity

Applicants please note:

To apply to this position, you must be an active employee in the Parks, Forestry & Recreation Division

All questions related to this Expression of Interest should be directed to the Contact Supervisor listed below

- Employees with relevant experience are encouraged to email a letter of interest and resume outlining their specific qualifications and skills. **Please indicate in your letter of interest which locations you are interested in. You can indicate all locations**

Confirmation of email or fax will not be provided

E-mail Cover Letter and Resume to: **PFRstaffing@toronto.ca**

Please reference 12 - CR- SC/TEY/NY – CH/MG/ME/EB/AH/TM in the subject line of your cover letter or

Fax to: 416-696-4142

Staff Support Contact: Sue Wenzl

Submissions must be received by March 1, 2013 by 4:00 pm

Alternate Rate Opportunity

Community Recreation Programmer

PARKS, FORESTRY AND RECREATION

Salary Range: **\$31.81 - \$34.85**

Hours per Week: **40**

Job Type: **Local 79**

Number of Positions: **6**

Branch: **Community Recreation Branch**

Location	Duration	District	Reporting Supervisor and Phone Number	Comment
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Matty Eckler	11 Months	Toronto East York	Antonio Andrade 416-392-5143	
Earl Beatty	Up to 11 Months	Toronto East York	Stephen Pett 416-392-0844	
McGregor Community Centre	Up to 4 months	Scarborough	Terri Jones 416 396-7465	
Curran Hall Community Centre	Up to 8 months	Scarborough	Aydin Sarrafzadeh 416 396-4355	Responsibilities Include overseeing programs and Summer camps at a number of satellite locations in Ward 43. The successful candidate must be able to work evenings and weekends.
Armour Heights/Bedford	Up to 9 months	North York	Daryl Starkman 416-392-0256	This position requires experience in programming for all age categories, working with diverse communities, small event planning and the ability to develop and maintain partnerships with other service providers. These locations work with advisory councils.
Trace Manes/Instructional Skate	Up to 6 months	North York	Daryl Starkman 416-392-0256	This position requires experience coordinating programs in all age categories and all program areas. Specific focus on Instructional Skate, camp programs. Ability to develop partnerships and work with community groups

Major Responsibilities:

Reporting to the Supervisor of Community Recreation this employee will plan, organize, implement, direct and evaluate recreation programs and services at various related facilities. The Community Recreation Programmer must have extensive program, planning and /or organizational skills in several of the following areas: Instructional skate, Leisure skate, preschool, adults, and seniors, Sports, Camps, General Interest, Arts & Heritage, Adapted and Integrated services Children & Youth. The primary functions associated with this position include, but are not limited to:

- Plans, organizes, implements, directs, evaluates, and promotes programs and activities for all age groups in the above program areas.
- Recruits, selects, trains and participates in the evaluation of performance of part-time Recreation staff
- Schedules and directs the activities of part-time staff and volunteer staff. Engages in staff and volunteer training re: Corporate/Divisional rules and regulations of Recreation Facilities, i.e. Health and Safety and Public Health Regulations
- Ensures that staff possess required certification
- Evaluates facility attendance and program registration and recommends adjustments to Supervisor
- Administers CLASS modules, i.e. Facility Booking, Point of Sale, Registration, Program Maintenance, Report Printing
- Performs administrative duties for recreation programs including: preparing pay sheets for part-time staff for Supervisor approval, preparing requisitions and controlling inventory for equipment and materials and supplies, and data collection
- Monitors state of good repair for equipment and facilities and determines requirements
- Attends staff meetings to discuss policies, procedures, programming and planning
- Prepares reports regarding special events, program registration, etc.
- Prepares promotional material (e.g. flyers) and submits program information for inclusion in brochure
- Prepares and monitors Recreation budget for part-time staff, materials and supplies
- Resolves public complaints, responds to enquiries about Recreation programs and services
- Will be required to travel to various program sites
- Liaises with custodial and parks staff regarding all maintenance and cleanliness of Recreation Facilities
- Handles cash and issues receipts to program participants
- Prepares bank deposits and prepares them for pick up; completes deposit summary form
- Completes a variety of Parks, Forestry and Recreation forms including Participant Incident/Accident reports and ensures follow-up

- Consults and works co-operatively with community based groups, advisory councils, school boards, residents, elected officials, program participants, city staff, and other organizations to maintain, create and enhance recreational opportunities within the area
- Ensures that facilities, programs, equipment and supplies are available and meet health and safety standards and that Division policies and procedures are adhered to by all staff and participants involved

Key Qualifications:

Your application must describe your qualifications as they relate to:

1. Experience planning, implementing, and evaluating recreation programs and services for all age groups in at least three of the following areas; Preschool, adults, seniors, Camps, Sports, Children, Adapted and Integrated Services Leisure/Instructional Skate and Youth, Sports Leagues.
2. Post secondary degree or diploma in recreation and leisure studies or related field or equivalent combination of education and experience.
3. Experience recruiting, interviewing, training and directing part time recreation personnel and/or volunteers.
4. Demonstrated skills and experience planning and delivering training sessions specifically, NEO, Rec 4 All, REO, policies and procedures etc.
5. Demonstrated skills in administrative tasks including but not limited to; preparation/administration and monitoring of budgets, staffing (timesheets, schedules, tracking training), completion of reports; employee and participant accident/incident reports, staff documentation, brochure copy, and procurement procedures documents and tracking
6. Experience promoting programs and development of promotional materials.
7. Demonstrated experience in community development work; working with advisory councils, community groups, school administration.
8. Working knowledge of the CLASS system including but not limited to; registration, class lists, program maintenance, facility booking, reports, Point of Sale etc.
9. Class G licence and access to a vehicle on a daily basis

You must also have:

- Ability to work a flexible schedule, including working shifts and weekends.
- Significant knowledge of Health and Safety and Labour Relations legislation, Collective Agreements and corporate standards and policies.
- Standard First Aid
- Strong organizational, planning and administrative skills, including Cash Handling.
- Good verbal and written communication skills and program promotion skills.
- Proficiency in the use of current office and workplace technology and other computer applications relevant to the position.
- Excellent interpersonal, conflict resolution and problem solving skills to create and maintain cooperative working relationships with staff, the public, and other agency personnel.