

We're Hiring!



RECREATION PROGRAMMER

Posting Requisition	22373	Program	<i>Ted Kuhn Towers</i>
Job Type	<i>Regular, Part-time</i>	Location	<i>Surrey, BC</i>
Hours of work	<i>28 hours per week</i>	Closing Date	<i>Open until filled</i>

Options Community Services is a non-profit registered charity providing social services primarily in Surrey, Delta, White Rock and Langley. We believe in helping people help themselves. We believe in collaborating with individuals, businesses, community groups and government to create focused, effective and responsive resources for the community.

The Recreation Programmer will play a crucial role in enhancing the quality of life for residents by developing and implementing a diverse range of engaging activities, outings, and events. Working closely with the Health and Wellness Consultant, this position is responsible for developing programs, staffing the events and overseeing the implementation of activities.

ACCOUNTABILITIES

- Adheres to the policies and standards of Options Community Services Society (OCS), as established in policy and program manuals, Health & Safety Guidelines, job descriptions, written memos, and verbal agreements.
- Collaborate with the Health and Wellness Consultant to identify and engage community service providers and partners to develop a comprehensive range of services that cater to the needs and interests of Ted Kuhn residents.
- Design, plan, and coordinate a variety of activities, outings, and events that promote physical, mental, and social well-being among residents.
- Develop creative and innovative programs that cater to residents of all ages and abilities, fostering a sense of inclusivity and belonging within the community.
- Coordinate logistics for events, including securing venues, equipment, and necessary supplies.
- Train, and manage staff and volunteers to assist in the execution of activities and events, ensuring a smooth and enjoyable experience for all participants.
- Regularly assess the success and impact of programs, collecting feedback from participants and making necessary adjustments for continuous improvement.
- Ensure that all activities and events adhere to safety guidelines and protocols, prioritizing the well-being and security of participants at all times.
- Collaborates with other professionals as needed and liaises with other community services and organizations.
- Establish and maintain a positive working relationship with other staff, volunteers, residents and other professionals.
- Maintain professional growth and keep up to date on trends related to the responsibilities of the position.
- In collaboration with the Health and Wellness Consultant, makes recommendations with regard to the development of the program and participates in program evaluations.
- Perform other duties as needed to ensure the successful operation of the program.
- Follow written and verbal directives from the immediate supervisor, Executive Director or designate.

QUALIFICATIONS

Education, Training, and Experience:

We're Hiring!



- Completion of a recognized Recreation Diploma Program or an equivalent combination of education, training and experience.
- Experience working as a Mental Health Worker is an asset.
- Experience running fitness programs is an asset.
- Current Level I First Aid certificate.

Skills and Abilities:

- Effective interpersonal and facilitation skills.
- Must be able and willing to work shifts including weekends and evenings.
- Exceptional organizational skills, with a keen attention to detail and the ability to manage multiple tasks simultaneously.
- Must demonstrate an ability to work effectively with the client group.
- Demonstrated effectiveness as part of a staff team.
- Demonstrated proficiency in written, oral and interpersonal communication skills.
- Demonstrated ability to develop program related reference and resource materials.
- Commitment to a problem-solving approach.
- Proficient in computer skills.
- Knowledge of event planning practices and techniques
- Ability to work independently, set priorities, manage multiple tasks and meet deadlines.
- Ability to identify sensitive issues and maintain confidentiality.
- Must be sensitive to and respectful of cultural and lifestyle diversity.
- Physical ability to carry out the duties of the position
- Well-honed skills to establish and maintain good interpersonal relations by displaying tact, courtesy, empathy, and patience with residents, staff, visitors, and volunteers.
- Demonstrated commitment to diversity, equity, and inclusion in program development and execution.
- Ability to work flexible hours, including evenings and weekends, to accommodate the scheduling needs of community events.

SPECIAL REQUIREMENTS

- Successful candidates will be required to provide a current and satisfactory Criminal Reference Check / Vulnerable Sector search preceding their start date.

**An eligibility list may be maintained for up to six months. Eligible applicants may be offered a casual position. This position is open to all qualified applicants.*

PLEASE APPLY TO: Divender Rai, Senior Property Manager
Options Community Services Society
Email: tk.employment@options.bc.ca

Please include a cover letter clearly indicating the posting number [posting #22373 and outlining your qualifications and related experience for the position]