Job Description
Recreation Programer

Position Title: Recreation Programmer
Hourly Rate: $37.17 (July 2026)
Department: Recreation and Culture
Union: International Union of Operating Engineers (IUOE)

Position Summary

Under the direction of the Manager of Recreation & Culture, the Recreation Programmer plans, implements and evaluates recreation events and community activities that promote a healthy lifestyle for residents and visitors. The position is responsible for developing programs that embrace the principles of diversity and inclusiveness and that reflect community needs with available resources.

The position requires professionalism, sound judgement, and the ability to interact positively with members of the public, staff and community groups. The Recreation Programmer is responsible for complying with all applicable Town policies, Territorial regulations, and the Workers' Safety and Compensation Act.

Reporting Relationship

The Recreation Assistant reports directly to the Manager of Recreation & Culture. In the Manager's absence, the Recreation Programmer reports to the Chief Administrative Officer.

Responsibilities

- In consultation with the Manager, plan, develop, implement, and lead recreational, cultural programming, and special events for all population groups in Faro.
- Evaluate program effectiveness, recommend changes, and implement management decisions.
- Be familiar with legislation, policies, procedures, and sports rules, recreation and cultural activities, events, and competitions.
- Communicate with community members to determine their needs and interests.
- Assist the Manager in developing, promoting, implementing, and evaluating a comprehensive and inclusive recreation plan for the Town of Faro.

- Monitor, update, and maintain municipal social media and the municipal website
- Assist in scheduling staff.
- Respond to public concerns and complaints and keeping the Manager or designate apprised of complaints received.
- Maintain accurate records including facility rental information, inventory tracking, and daily shift reports. Provide reports, stats, data, and operational updates to the Manager of Recreation & Culture as requested.
- Assist Campbell Regional Interpretive Centre (CRIC) employees when needed.
- Help manage employees and recreational facility buildings when the Manager is absent.
- Ensure meeting rooms are organized and set up for events.
- Provide scheduling support for user groups, including but not limited to space rentals, curling, arena, and special events.
- Perform minor janitorial duties.
- Participate in Health and Safety activities and training, as necessary.
- Use and wear Personal Protective Equipment (PPE) that the employer requires to be used / worn.
- Report to the employer the absence of or defect in any equipment, PPE that the worker becomes aware of and which may endanger employees or members of the public.
- Adheres with Town Policies and Procedures.
- Other duties as assigned.

Qualifications – Education / Training

- Minimum Grade 12 diploma required (or equivalent).
- Post-secondary education in Recreation, Tourism, Sport, Hospitality, Fitness, or a related field is required.
- Standard First Aid and CPR Level C with AED
- WHMIS
- Valid Yukon Class 5 Driver's Licence is required
- Class 4 driver's license is desirable (or willing to obtain)
- Certificates for Arena, Zamboni operation, and Pool operation are desireable

Qualifications – Experience

- Minimum 2 years of experience working at a recreation facility
- Minimum 2 years of experience working in a role that involves customer service or dealing with the public.
- Experience in supervising and mentoring staff is desirable
- Strong communication and organizational skills, including the ability to work independently, prioritize tasks, respond to inquiries or complaints, and maintain accurate records and reports.

- Working knowledge of basic computer systems and software, including Microsoft Office
- Ability to perform the physical requirements of the position, including standing, walking, bending, lifting up to approximately 50 lbs, and working outdoors.
- Ability to work flexible hours including evenings, weekends, and holidays is a requirement of the position.
- Ability to maintain confidentiality and exercise sound judgement when handling information related to Town operations.
- Must be able to secure a clean Vulnerable Sector Police Record Check.

Leadership

- Provides leadership among coworkers to demonstrate professional conduct and adherence to Health and Safety procedures.
- Manages and directs employees in the absence of the Manager.

Impact of Errors

- Failure to operate the facility in compliance with prevailing policies, regulations, or permits may create liabilities for the Town of Faro.
- Errors or negligence may cause embarrassment to the Town of Faro or the public.
- Incorrect information forwarded to the Manager of Recreation and Culture, Chief Administrative Officer or Council, could result in wrong decisions, which may negatively impact the Town of Faro and/or the public.
- Failure to follow procedures for cash handling could result in financial risks to the Town of Faro.
- Engaging in gossip, rumors, or other unprofessional commentary within the organization or within the community about the organization may negatively impact the Council's, Staff, and/or public confidence.
- Breaching confidentiality may expose the Town to reputational, financial, and legal risks.

Decision Making

- Follows established policies and procedures
- Make recommendations to the Manager of Recreation & Culture on operational changes
- Expected to make general operational and maintenance decisions to complete required work assignments or to rectify problems/hazards observed
- Must complete work assignments using appropriate tools and procedures to ensure job is done correctly, safely and as quickly as possible

Working Relationships

- Liaisons with Manager of Recreation & Culture and cooperates with other employees
- Works with employees of other departments when conducting building maintenance and other activities
- Deals tactfully and courteously with the public

Working Conditions

- Work is performed in outdoor and indoor environments at Recreation Facilities, where stamina is needed to perform moderate to heavy lifting of equipment and furniture.
- The position includes competing and/or simultaneous deadlines. Sensory demands can include reading and, using a computer in a busy workplace. Workplace situations and programs may be noisy and busy, and at times may make concentration challenging.
- The incumbent must possess the mobility to kneel, reach, bend, climb, push and pull materials and equipment.
- The incumbent must also possess the mobility to work in an office setting and use standard office equipment, including a computer, vision to read printed materials and information on a computer screen, and hearing and speech to communicate in person or by using a telephone and/or radio.
- The incumbent will be required to work in outdoor and indoor environments and may be exposed to variable weather conditions.

Hours of Work

- As determined by the Manager of Recreation & Culture or designate. The incumbent may be assigned a regular work schedule, which includes weekends, early mornings, evenings, and statutory holidays. Standard hours of work will be 37.5 hours/week.

Effort

- Moderate physical exertion required
- Strength required including lifting, pushing and pulling and participating in recreation activities with participants
- Must be prepared to complete projects on schedule, and with interruptions due to priority changes, emergencies or public demand
- Most work assignments are in public view and therefore subject to criticism