



PROGRAMMING DIRECTOR SERVICES

Purpose

The Programming Director is responsible for identifying and implementing programming opportunities utilizing the indoor and/or outdoor facilities of the Community Centre.

The goal of programming is two-fold: 1) to generate revenue to support operation of the facility; and 2) to offer programming to promote health and wellness and social opportunities for members of the community. The intent is to provide a wide variety of programming, including but not limited to: sports and recreation, arts and crafts, community service (first aid, hunting safety, seniors, etc) and social opportunities.

Hours will vary, based on the number of programs in operation and the amount of time available to be scheduled at the facilities.

Responsibilities and Tasks

- Identify programming opportunities using multiple sources, including: local organizations, local government, members of the public, and other resources.
- Solicit and determine program offerings, schedules and pricing, in consultation with the Board of Directors and municipal staff.
- Work with the Rental Director to ensure programming is scheduled appropriately based on other activities taking place at the facilities
- Manage program offerings including:
 - a. Advertising/networking for program delivery resources
 - b. Advertising offerings for participant registration
 - c. Collect registration fees from participants and remit to the Treasurer
 - d. Liaise with program leaders to ensure programs are meeting expectations of all involved
 - e. Address any issues that may arise during the program timeframe
- Produce reports to the Board of Directors evaluating the success of programs.

Education, Experience & Minimum Qualifications

- 18 years of age or over
- Organizing and planning skills to manage multiple projects at one time
- Collaborative skills and teamwork to relate to multiple organizations
- Good interpersonal and customer service skills to deal with the public
- Professional appearance and attitude
- Proper cash handling experience
- Self motivated and able to work with little to no supervision