



**RURAL MUNICIPALITY OF LA BROQUERIE**  
**PROGRAMMMER**  
**JOB DESCRIPTION**

Department:

Leisure Services

Job Description:

The Leisure Services Programmer will be responsible for the implementation, evaluation and administration of Leisure Services programs for the RM of La Broquerie. The Leisure Services Programmer will report to the Leisure Services Program Lead.

Duties and Responsibilities:

1. **Program Implementation:** The Programmer shall:
  - Implement programming to ensure facilities are used to capacity.
  - Maintain program registration and payment database.
  - Lead direct onsite programming e.g. after school, daytime and summer programs.
  - Communicate with local groups to support community programming and special events.
  - Promote programming including a quarterly Leisure Services Guide.
2. **Staffing:** The Programmer shall:
  - supervise and evaluate programming staff and service providers, with support from the Leisure Services Program Lead.
3. **Administration:** The Programmer shall:
  - Report on program capacity, registration, evaluation and budget.
  - Provide input on programming budget.
  - Assist in researching programming funding opportunities and complete proposals and applications.
4. **Other Duties:** The Programmer shall:
  - Work on special projects and events.

Qualifications:

- Experience in program development, administration, management and delivery.
- Superior public relations, organizational, and time management skills.
- Ability to work independently to complete necessary tasks.
- Basic office skills; including office suite and scheduling software.
- Ability to communicate and interact effectively with the public.
- Ability to manage a wide range of responsibilities.

- Possess a valid Class 5 Manitoba driver's license.
- Criminal Check and Child Abuse Registry Check must be completed prior to employment.
- Must be available to work a flexible schedule including evenings and weekends
- Post-Secondary education in the field of recreation or equivalent experience.
- Bilingual in French and English is an asset.
- Ability to supervise full-time, part-time and seasonal workers.