



100 John West Way
Aurora, Ontario
L4G 6J1
(905) 727-3123
aurora.ca

Town of Aurora

Employment Opportunities

Corporate Services

Division of Human Resources

Community Programmer

Permanent, Full-Time

\$70,469.04 to \$88,085.84 annually

Reporting to the Coordinator, Community Programs, the Community Programmer is responsible for the design/development, implementation and supervision of all seasonal recreation programs, camps and P.A. Day programs. The Community Programmer manages daily operations for the following functional areas: Preschool, Family, Children and Community Development. This includes planning and coordination of programming, special events/workshops and trips, development of promotional materials and risk management for patrons, staff and participants. You will be responsible for budgeting, onboarding, supervision, training, payroll/scheduling and performance management of part-time staff, contracted service providers and will oversee volunteer opportunities within the Community Programs Division.

To be considered for this exciting opportunity you must possess formal academic training in a related field along with 1 to 3 years of related experience. You have the ability to deal courteously and effectively with all levels of staff, community groups, program participants, parents/guardians and others. You are creative and enthusiastic with a passion for community programming. In addition, you have strong interpersonal, leadership, organizational and coaching/facilitation skills. You have a willingness to work flexible hours as required (including evenings/weekends), hold a valid First Aid/CPR certification and a Class "G" driver's license with a reliable vehicle to use on corporate business.

Successful applicants to this position will be required to provide a **Vulnerable Sector Screening Check** that is satisfactory to the Town prior to their start date at the applicants own cost.

All Town of Aurora employees are required to disclose their vaccination status and be fully vaccinated as a condition of hire in accordance with the Town's Mandatory COVID-19 Vaccination Policy.

If you are interested in joining our dedicated team of municipal professionals, please forward your resume to: Human Resources, Town of Aurora, 100 John West Way, Box 1000, Aurora, Ontario, L4G 6J1 or email to: hr@aurora.ca by **November 24, 2021** quoting the job title and reference number **21-64**.

The Town of Aurora is an equal opportunity employer. We are committed to inclusive, barrier-free recruitment and selection processes and work environments. If you are contacted for a job opportunity, please advise the Human Resources Division of any accommodations needed to ensure you have access to a fair and equitable process. Any information received relating to accommodation will be addressed confidentially. We thank all applicants and advise that only those selected for an interview will be contacted.

Applicant information is collected in accordance with the Municipal Freedom of Information and Protection of Privacy Act and will be used to determine qualifications for employment with the Town of Aurora. Questions about this collection of personal information should be directed to the Human Resources Division at 905-727-3123.

Posting date: November 10, 2021