

EMPLOYMENT OPPORTUNITY

FULL-TIME PERMANENT RECREATION PROGRAMMER **(40 hours per Week)**

The City of Rossland currently has an opening for a full-time permanent Recreation Programmer.

Reporting to the Manager of Recreation and Events, the Recreation Programmer is primarily responsible for responding to public inquiries in matters of recreation and community services. The Recreation Programmer will liaise with community groups and organizations, provide excellent customer service and will assist in facility scheduling, maintaining operating records, research, preparing reports and recreation programming.

The successful candidate will possess a Recreation/Office Administration Certificate or Diploma or equivalent experience and education; competence in recreation programming with a minimum of two years related experience; strong interpersonal, verbal and written communication skills; and proficient in computers. The candidate will also possess, basic bookkeeping skills including cash receipting and excellent administrative skills.

This is a CUPE Local 2087 Bargaining position. Salary and benefits are pursuant to Paygrade 6 of the Collective Agreement.

Interested candidates are invited to submit their resume with a covering letter by email on or by midnight on Sunday, September 19, 2021 to:

Kristi Calder, Manager of Recreation and Events
City of Rossland
Box 1179, 1899 Columbia Avenue
Rossland, BC V0G 1Y0
email: recreation.manager@rossland.ca