

**MUNICIPALITY OF CROWSNEST PASS**

**JOB DESCRIPTION**

**COMMUNITY SERVICES PROGRAMMER**

POSITION TITLE:	COMMUNITY SERVICES PROGRAMMER
REPORTS TO:	COMMUNITY SERVICES DIRECTOR
REVISION DATE:	

**POSITION SUMMARY**

The Community Services Programmer is responsible for program organization, community liaison and special projects for the Culture & Recreation Department and for Family & Community Support Services (FCSS).

**Job Requirements**

1. Perform all programming functions associated with the Culture & Recreation Department including, but not limited to:
  - Assist in the preparation of the annual Culture & Recreation Department Program Budget.
  - Coordinate all aspects of Culture & Recreation Department programs & special events.
  - Organize and maintain filing within the Municipal/Department filing system.
  - Assist in the evaluation of community recreation and leisure opportunities and determination of the communities' greatest needs.
  - Receipt all program revenues received.
  - Prepare a monthly report for consideration by the Culture & Recreation Board.
  - Answer department inquiries and refer any concerns/complaints to the Community Services Director.
  - Maintain up to date database on information of all community organizations and agencies to be included on the Municipal Web Page.
  - Liaise with other community agencies with respect to program delivery.
  - Perform responsibilities of Regional Director for Southern Alberta Summer Games.

2. Perform the following functions associated with Family & Community Support Services (FCSS) including, but not limited to:
  - Assist in the preparation of the annual FCSS operating budget
  - Attend all FCSS meetings, and record accurate minutes for preparation and distribution.
  - Preparation and distribution of agendas and meeting packages.
  - Preparation of Annual FCSS Program Report.
  - Prepare and type all FCSS Department correspondence with respect to programs in cooperation with the Community Services Director.
  - Coordinate and implement all aspects of the FCSS Department programs and special events according to policy.
  - Coordinate the operation of the Municipal Town Rounder, Meals On Wheels Program, People Outreach Program, and other programs administered through FCSS.
  - Liaise with other community agencies with respect to program delivery.
3. Assist the front office staff with general office duties including but not limited to:
  - Answer telephone and front counter inquiries, and forward any concerns/complaints to the appropriate authority.
  - Provide service assistance at the front counter where/when required.
4. Provide clerical support and fulfill the duties of the Culture & Recreation Clerk Steno in their absence.
5. Attend Interagency Meetings as a representative of the Municipality of Crowsnest Pass Culture & Recreation/FCSS.
6. Complete other duties that maybe assigned from time to time by the Community Services Director.

### **Job Qualification Requirements**

- Ability to receive oral and written instructions from Supervisor and perform tasks with a minimum of supervision.
- Thorough written and communication skills.
- Thorough organizational and time management skills
- Thorough knowledge of computer operations.
- Successful completion of Grade 12
- Recreation Programming Certificate or equivalency

**Personal Attributes**

1. The Community Services Programmer shall demonstrate strong personal characteristics such as honesty, integrity and trustworthiness.
2. The Community Services Programmer shall be able to work as a member of a team and must get along well with others, including those of different cultural, gender and nationalities.
3. The Community Services Programmer shall possess good inter-personal skills and shall demonstrate acceptable public relations skills in dealing with the public.
4. The Community Services Programmer must often work alone with a minimum of supervision. He/she shall demonstrate decision-making skills and must work well under pressure or tight time lines.
5. The Community Services Programmer shall display an ability to follow instructions from his/her supervisors.