



FULL-TIME RECREATION PROGRAMMER
COMOX COMMUNITY CENTRE

The Town of Comox invites applications for the permanent **Recreation Programmer** position, from enthusiastic, organized, and community-minded applicants. This is a regular, full-time (35 hours per week) union position with current rate of pay at \$34.77 per hour plus benefits. The position includes a three-month probationary period and is subject to the terms and conditions of the current Collective Agreement between the Town of Comox and CUPE Local 556. This position will appeal to candidates who are enthusiastic about the active lifestyle and variety of recreational activities that the Comox Valley has to offer, and excited about joining a team dedicated to providing engaging and accessible recreation programs to our community.

The hours of work are:

- Tuesday to Friday, 11:00 am – 7:00 pm and Saturday, 8:30 am – 4:30 pm, September through May;
- Monday – Friday, 9:00 am - 5:00 pm, June to September; and
- Occasional evening and/or statutory holiday shifts to support programs and special events.

Reporting to the Recreation Supervisor, the successful candidate is responsible for planning, implementing, supervising and evaluating a variety of programs including preschool, children, youth, children's summer day camps, racquet sport and community programs and special events. The position oversees recreation instructors, contractors and volunteers, including the Comox Youth Council. The Recreation Programmer's work includes promoting interest and participation in recreation programs, organizing the work of instructors and volunteers, as well as organizing and executing community special events.

Typical Duties & Responsibilities include:

- Planning, scheduling, coordinating, implementing, supervising and evaluating a variety of recreation programs and special events;
- Assisting in promotion and marketing of programs;
- Liaising with community organizations and working in partnership to provide recreation services;
- Recruiting, training, scheduling and evaluating employees and contractors;
- Equipment & supply inspection, purchases, and replacement within the respective budget;
- Assisting in developing, implementing and evaluating short and long-term plans for recreation services; and
- Supporting and promoting exceptional customer service.

Required Knowledge & Skills:

- Completion of post-secondary degree in recreation or related discipline from a recognized institution;
- Minimum of three (3) years' experience or a combination of education, training and experience;
- Experience with recreation management software preferred;
- Staff supervisory experience;
- Excellent computer skills, including Excel, Word, and Outlook;
- Strong interpersonal, communication, presentation, public relations, negotiation, problem solving, decision making, leadership and general management skills;
- Teamwork, flexibility, exceptional communication skills and experience in all recreation programming
- Emergency/Basic First Aid with CPR C & AED, or greater;
- Valid Class 5 BC Driver's license; and
- Current clean criminal record check.

A complete job description is available at www.comox.ca/employment

Interested applicants are invited to submit their resume and cover letter by email to jobs@comox.ca
Applications will be received until **11:59 pm Thursday December 11, 2025.**

We wish to thank all applicants however only shortlisted candidates will be contacted.