



FULL-TIME RECREATION PROGRAMMER
COMOX COMMUNITY CENTRE

Do you want to make a difference in the community in which you live, work and play? The Town of Comox welcomes applications for a permanent **Recreation Programmer**—an opportunity ideal for students or emerging professionals eager to make a meaningful impact in their community. We are looking for individuals who bring fresh ideas, enthusiasm, and a passion for creating inclusive, engaging recreation experiences for residents of all ages. The position will appeal to recreation professionals who enjoy active outdoor recreation.

This is a regular, full-time (35 hours per week) union position with current rate of pay at \$37.79 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.

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 through August; 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, delivering, supervising and evaluating a variety of 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.

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;
- Authorizing weekly payroll and contractors' invoices; 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;
- Staff supervisory experience;
- Strong interpersonal, communication, negotiation, problem solving, decision making, leadership and general management skills;
- Experience with recreation management software preferred.
- 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 **4:00pm Friday May 22, 2026**.

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