



MOUNTAINS OF OPPORTUNITY

CRANBROOK

## JOB POSTING

### POSITION

## Recreation Worker, Programming

#### POSTING #

25-34

#### POSTING TYPE

External

#### POSITION TYPE

Full-time

#### HOURS OF WORK

35-hour work week, as per schedule

**DEPARTMENT** Recreation and Culture

**HOURLY RATE** \$34.7182 – 36.5157 per hour, Pay Grade 3 – Schedule “A” Inside Employees

### POSITION SUMMARY

The Recreation Worker for Programming, reporting to the Deputy Director of Recreation and Culture, is responsible for planning, promoting, implementing, supervising, and evaluating a variety of recreational programs in sports, outdoor activities, social events, arts, and culture for diverse demographics. This role involves recruiting, supervising, and evaluating program volunteers, coaches, instructors, and seasonal staff in line with the City’s Diversity and Inclusion policy. Additionally, the position contributes to community development by encouraging participation in leisure activities and events.

### ESSENTIAL QUALIFICATIONS

#### EDUCATION

- Certificate or diploma in a related field.

#### LICENSES / CERTIFICATES

- Valid Class five (5) BC Driver’s License with access to a reliable private vehicle for work-related tasks.

#### EXPERIENCE

- Minimum two (2) years of experience in recreation programming across various delivery areas, or an equivalent combination of education and experience will be considered.

#### SPECIFIC SKILLS

- Ability to delegate tasks effectively to recreation groups and volunteers and manage multiple responsibilities efficiently.
- Capable of preparing clear, concise written reports, and documentation related to programs and activities.
- Strong organizational skills to prioritize workload, manage time, and ensure programs are executed successfully.
- Excellent knowledge of computer applications, Microsoft Office.
- Ability to work a flexible schedule as needed including evenings and weekends as necessary (including stat holidays) to meet deadlines or program scheduling needs.
- Basic understanding of finance processes and general bookkeeping.
- Excellent verbal and written communication skills, with the ability to interact professionally with participants, coworkers, and stakeholders.

- Proven ability to establish and maintain positive working relationships with participants, team members, and community members.
- In-depth understanding of the principles, techniques, and best practices in planning, organizing, promoting, and evaluating recreation programs.

### **SPECIAL REQUIREMENTS**

- High degree of initiative and sound judgement.
- Demonstrated ability to work with minimal supervision
- Ability to maintain confidentiality
- Criminal Record Check

**CLOSING DATE**     **7/17/2025, 4:00pm (MT)**

Interested applicants are requested to submit a covering letter and resume to:

**Human Resources**

**City of Cranbrook**

**40 – 10th Avenue South, Cranbrook, BC V1C 2M8**

**E-mail:** [human.resources@cranbrook.ca](mailto:human.resources@cranbrook.ca) (Submissions in Word or .pdf format only)

*We express our appreciation to all applicants for their interest in this position, however only candidates selected for an interview will be contacted.*

***This position is covered under the Collective Agreement between the City of Cranbrook and C.U.P.E. Local 2090 – Cranbrook Inside/Outside Workers.***

---

## **The City of Cranbrook**

The City of Cranbrook is in the southeast corner of British Columbia amongst the majestic Rockies and Purcell mountains, near Alberta and the Canada/USA border. With a population of approximately 20,000, Cranbrook is the largest community in the East Kootenay. Known as the “Basecamp of the Kootenays”, Cranbrook provides an inviting lifestyle in a beautiful setting that has made our City a welcoming and growing place in which to live, work and play.

## **Diversity, Equity, and Inclusion**

This Policy provides the foundation for Diversity, Equity, and Inclusion (“DEI”) at the City of Cranbrook to ensure a safe, respectful, and inclusive community and workplace. The City of Cranbrook will work towards becoming a community that supports and fosters a diversity of perspectives and provides equal opportunities for its residents. The aim is for the City to provide programs and services that meet the diverse needs of the community. The City of Cranbrook is equally committed to an inclusive workplace that welcomes, respects, and values a diverse workforce that reflects the qualities and differences of the broader population it serves.

Policy No. 50-15