

Job Information

Job title	Program Technician	Job Code: PRGTEC	Pay Grade: G
Title of immediate supervisor	Programmer I, II or III		
Department/Division	Recreation		
Prepared by	N. Pallan		
Date Created	Mar 18, 2015	Revised date	January 10, 2019

Job Purpose

Programs one specific program area, including program planning, implementation, evaluation and supervision. Assists in recruitment, selection, training and supervising the instructional staff necessary to provide those programs. Defers to their supervisor for overall direction and in situations of a difficult nature. Leads programs within their program area as required. Areas in which a Program Technician may be required include aquatics, fitness, health and wellness, youth, pottery, tennis and skating.

Duties and Responsibilities

- Assists in the planning, coordination, implementation and evaluation of a specific program area.
- Assists in the recruitment and supervision of program leadership staff.
- Provides orientation to new employees.
- Prepares draft budget estimates for work within their specific program area.
- Operates within program budget of a specific program area.
- Makes recommendation on the purchase of supplies and inventory.
- Purchases routine supplies
- Prepares payroll for supervisor's approval.
- Prepares schedules for programs, facilities and staff for supervisor's approval.
- Assists in the marketing and promotion of program area.
- Prepares program brochure copy.
- Ensures on-going evaluation of program leadership staff and programs.
- Acts as a team member in the overall delivery of all centre programs and services.
- Provides leadership in promoting customer service and public relations.
- Provides direct program instructional leadership as required.
- Performs other related duties as required.

Qualifications

- Grade 12, or equivalent.
- One year experience in leadership in respective program area including six months staff supervisory experience.
- Program speciality certification where applicable.
- Occupational First Aid Level 1 where applicable.
- An equivalent combination of education and experience may be considered.
- Valid Class 5 BC Driver's Licence as required.
- Satisfactory Police Information Check.

Physical Requirements

Occasional physical activity required.

Working Conditions

Works in an office environment and a variety of activity spaces.