



Position Title: **Programming Assistant (12 Month Contract)**
Reports To: Recreation Supervisor
Status: Casual
Revision Date: June 2026

JOB PURPOSE

Reporting to the Recreation Supervisor, the Programming Assistant is responsible for assisting in the planning, coordination, delivery, and evaluation of municipal recreation programs, seasonal activities, and special events. The incumbent supports the provision of safe, inclusive, and high-quality recreational opportunities for residents of all ages and assists with program administration, event logistics, customer service, and operational requirements.

This position requires flexibility to work a variable schedule, including evenings, weekends, and statutory holidays, in accordance with operational requirements. The incumbent will also assist with major community events, including Canada Day celebrations, and may provide support for special programming and events at the Red Lake Regional Heritage Centre. Work is performed in both indoor and outdoor settings and may involve exposure to varying weather conditions.

SPECIFIC ACCOUNTABILITIES

- Assist with the planning, coordination, implementation, and evaluation of recreation programs, seasonal initiatives, and special events.
- Support the delivery of recreational, cultural, educational, and wellness programming for children, youth, adults, and older adults.
- Assist with program and event setup and takedown, including tables, chairs, tents, signage, equipment, and activity materials.
- Provide professional and courteous customer service to participants, families, volunteers, vendors, community organizations, and members of the public.
- Assist with participant registration, attendance tracking, records management, and distribution of program and event information.
- Monitor activities to support participant safety and ensure compliance with municipal policies, procedures, and operational guidelines.
- Assist with promotion, outreach, and community engagement activities related to recreation programming and special events.

- Maintain recreation supplies, equipment, and event materials in a clean, organized, and operational condition.
- Work cooperatively with municipal staff, volunteers, community partners, external service providers, and other stakeholders, as required.
- Respond to public inquiries regarding recreation programs, services, schedules, and special events.
- Assist with the delivery of special programming, events, and related activities at the Red Lake Regional Heritage Centre, as required.
- Provide operational and program support for major municipal events, including Canada Day celebrations, which may include event setup, site preparation, takedown, assisting vendors, performers, volunteers, and community groups, supporting children's and family activities, monitoring activity areas, assisting attendees, and supporting event logistics, cleanup, and equipment storage.
- Complete assigned administrative, operational, and program support duties in an accurate and timely manner.
- Perform other related duties as assigned, in accordance with departmental and municipal objectives.

QUALIFICATIONS:

- High School diploma or equivalent is required.
- Previous experience in recreation, customer service, event support, community programming or a related field is considered an asset.
- Experience working with children, youth or older adults, and the public.
- Current First Aid and CPR certification is considered an asset.
- Valid Ontario Driver's License in good standing is required.
- Successful completion of a Vulnerable Sector Check is required.

RELATIONSHIPS

Internal: All departments within the Municipality of Red Lake.

External: Community volunteers, children, seniors, non-profit organizations and other members of the public.

KNOWLEDGE, SKILLS & TECHNICAL ABILITIES

- Ability to be self-motivated, work independently and within a team environment.
- Knowledge of recreation programming principles and community event support practices.
- Demonstrated commitment to providing a high standard of customer service in a public-facing environment.

- Strong interpersonal, verbal, and written communication skills.
- Proven capacity to establish and maintain effective working relationships with staff, volunteers, community groups, and members of the public.
- Capable of working independently with minimal supervision, while also contributing effectively as part of a team.
- Strong organizational, time management, and problem-solving skills.
- Sound judgment, initiative, reliability, and adaptability in a dynamic work environment.
- Demonstrated attention to safety, with the capacity to follow direction and carry out assigned duties in an efficient and professional manner.

RATE OF PAY:

\$25 an hour