



The Corporation of the Town of Renfrew (population 8000) is located in the heart of the Ottawa Valley and is within easy driving distance to urban centers such as Ottawa and Kingston. Renfrew and area hosts a unique mix of urban amenities, historic charm and abundant outdoor recreational opportunities while maintaining the friendly small town atmosphere. The Town is currently accepting applications for an 18 month term position of **Program Developer** with the Parks and Recreation department.

Position Summary – 18 month Term Position

The Program Developer is responsible for the development of a comprehensive program of recreation activities, events and services to meet the needs of the citizens of Renfrew throughout the year.

Major Job Responsibilities

- identifies needs for community recreation programs
- plans, develops and promotes comprehensive seasonal programs of recreation activities
- directs and monitors instructors, programs and equipment
- plans, develops and controls a yearly budget in support of the position's responsibilities.
- conducts liaison with the media and general public
- recruits, trains and supervision of all part time program staff ,instructors, and volunteers
- designs, prints and distribute department marketing materials
- liaison with user groups, service clubs & seniors clubs and community organizations
- complete monthly program reports
- develop special events and festivals for the town – either as a direct provider or working with existing groups to enhance existing festivals and events

Education and Experience

Applicants should have:

- a Degree or Diploma in Recreation, or a related field, with a minimum of 4 years experience.
- Experience in the planning, delivery and operation of municipal recreation programs
- Experience in offering a full range of special events, in cooperation with volunteer groups and individuals is preferred.
- Excellent communication skills, strong organizational skills and comfortable working within a fast-paced environment is essential.

Salary Range: \$ (\$45,000 to \$50,000 per annum)

Interested applicants should submit a resume by August 24, 2010 at 12 noon to:

Town of Renfrew Parks and Recreation Department
127 Raglan Street South, Renfrew Ontario K7V 1P8

Attention: Kelley Whitman-McKie, Director of Parks and Recreation

Fax: (613) 432-5963

E-mail: kwhitman-mckie@town.renfrew.on.ca

For more detailed information about this position please visit www.town.renfrew.on.ca.

We thank all applicants for their interest in this position; however, only those applicants selected for an interview will be contacted.

In accordance with the Freedom of Information and Privacy legislation, applicant information is collected under the authority of the Municipal Act and will be used strictly for candidate selection.

An Equal Opportunity Employer