Assistant Programmer

Job Description

Reports to:	**Programs Team Leader**
Division:	**Parks & Recreation**
Business Centre:	**Recreation & Programs**
Team:	**Programs**
Date Updated:	**2026**

Job Scope: The Assistant Programmer supports the development, delivery, and day-to-day operations of engaging programs and services for children, youth, adults, older adults, or a combination of these age groups. The role contributes to lifelong learning, skill development, healthy lifestyles, and active living within the community.

The Programs portfolio encompasses recreation, sport and fitness programming, licensed and unlicensed childcare and early learning programs as well as the operation of the Fitness Centre, Youth Centre, and KinderCare.

Key responsibilities of the job are as follow:

General Programming Responsibilities:

- Support the Programmer in the planning, scheduling, preparation, development, implementation, delivery, and evaluation of assigned programs and services throughout the year for children, youth, adults, older adults, or a combination of these groups;
- Provide participant supervision across assigned programs, adapting support to participant needs and referring complex, sensitive, or higher-risk matters to the appropriate supervisor;
- Maintain working knowledge of relevant legislation, certifying bodies, standards, and program requirements, including the Early Learning and Child Care Act and requirements applicable to fitness and other assigned program areas;
- Work collaboratively with the Programs team and coordinate with staff and instructors to support effective program and service delivery;
- Provide responsive customer service and communicate applicable policies, procedures, and program information to participants, parents, and caregivers;
- Perform routine custodial duties in assigned program and activity spaces, including cleaning and sanitizing equipment and surfaces, maintaining tidy spaces, and disposing of waste in accordance with applicable regulations and licensing requirements; Report hazards, maintenance needs, or cleaning concerns requiring further attention;
- Act as a positive role model and provide guidance, coaching and mentorship to participants, volunteers, less experienced staff, and contract instructors, as needed;
- Where assigned to the Fitness Centre, Youth Centre or Kindercare, support day-to-day operations, program delivery, and front-line coverage. Provide customer service, respond to routine inquiries, support safe and welcoming operations, follow established procedures, and report facility, equipment, or participant concerns as required.

Other responsibilities:

- Support the coordination, orientation, training, and ongoing guidance of volunteers assigned to programs and services;

- Maintain program databases, documentation, and records in accordance with the Town's records management policies and procedures;
- Maintain attendance, incident and program records and statistics, and follow established attendance, security, licensing, and documentation procedures;
- Monitor program equipment and supply inventories and identify replenishment, repair, replacement, or maintenance needs;
- Assist with the planning and delivery of seasonal recreation events and participate in other Town events as required;
- Perform work in accordance with applicable occupational health and safety requirements and Town policies, procedures, and safety standards;
- Participate in projects and initiatives as assigned.

Qualifications and required skills:

- **Education:** Equivalent to completion of a diploma training program at a College or Technical school. It requires an ability to understand, utilize and communicate specialized information in speech and written text. This specialized training is often formalized and recognized by a diploma or license such as 2-year Educational Assistant Diploma, Social Work Diploma, Kinesiology or other 2 year post-secondary education in a related field.
- **Certifications:** Level 2 Early Childhood Educator certification and/or fitness certifications relevant to group fitness instruction, personal training, or specialized fitness programming, particularly those supporting safe, inclusive, and age-appropriate physical activity are required. Coaching certifications are an asset. Standard First Aid/CPR and Vulnerable Sector check are required.
- **Experience:** One (1) or more years of direct or indirect related work experience representing continuous learning. Experience working with individuals and families from diverse socioeconomic, cultural, and ability backgrounds is considered an asset, along with knowledge of community resources and services.
- **Skills:**
    - Strong communication, customer service, teamwork, and relationship-building skills, with the ability to connect effectively with participants, families, community partners, staff, and volunteers.
    - Demonstrated problem-solving, conflict-resolution, organizational, and adaptability skills, with the ability to balance multiple programs and respond to changing operational needs.
    - Demonstrated commitment to safe work practices and creating positive, inclusive participant experiences.
- Proficiency with Microsoft Office Suite (Word, Excel, PowerPoint and Outlook) and relevant database or recreation software. Experience with Intelli or similar recreation management software is considered an asset.
- Ability to work a flexible schedule, including evenings, weekends, holidays, shift work, and split shifts, as required.
- Ability to lift up to 50 lbs on an infrequent basis, work in varying Alberta weather conditions, and participate in recreational or sport activities, such as skating or swimming, as required by assigned programs.