



Recreation Programmer and Facility Operator

One Full-time 12-to-18-month Contract position

The **Town of Grand Valley**, is seeking a Recreation Programmer and Facility Operator, reporting to and supporting the Recreation Facilities Manager.

Join Grand Valley!

- Our Town is known as “Nature’s Playground”, where you can enjoy outdoor activities in all four seasons;
- Your family will enjoy the assortment of leisure activities such as fishing, hiking on trails, horseback riding;
- Easily access and explore our four-season nature trail; and
- Live in a community with a vibrant historic downtown filled with niche market shops and restaurants that are steps away from the Grand River.

As our Recreation Programmer and Facility Operator, you will:

- Provide Recreation Programming to members of the Community including but not limited to:
 - Seniors Programs.
 - Fitness and wellness programs.
 - Indoor and Outdoor programs.
- Assist in the operation of Town of Grand Valley Recreation Facilities, including the arena, ball diamonds, splashpad and parks.
- Assist the Manager with bookings and general office duties, including but not limited to activity registrations, website updates, social media postings and responding to public inquiries.
- Work 40 hours per week, with evenings and weekends as scheduled.

You have:

- Two-year Diploma in Recreation and Leisure Studies, or equivalent education and experience
- Full Professional Fluency in English, both written and verbal.
- Reliable with good attitude and employment record.
- Valid Ontario non-probationary Class “G” driver’s license.
- Two years of experience in recreation programming for children, seniors, families, vulnerable populations or a suitable combination of education and experience.
- Proven skills in public relations, customer service, interpersonal skills, project/time management, and analytical problem solving.
- Able to communicate effectively, professionally, and courteously with all levels of staff, external contacts and the public.
- Physically able to perform all activities (i.e., lifting, climbing ladders, etc.).
- Ability to lift up to 30 pounds.
- Able to work independently or in a team environment.
- Clear Criminal Record, Vulnerable Sector Police Check as condition of employment.

To Apply:

We offer a competitive remuneration package, with an hourly rate of \$32.92 (band D) pension and benefits. If you are interested in working at a great town, please submit your resume in confidence via email by **October 29, 2026**, to:

James Allen, Recreation Facilities Manager

jallen@townofgrandvalley.ca