



Posting Type: Internal/ External

Closing Date: 4:00 PM, September 25, 2026,

The Resort Municipality of Osoyoos, BC located in the beautiful south Okanagan Valley is accepting applications for the position of **Community Programmer**.

Position Overview:

Reporting to the Community Services Program Supervisor, this full-time unionized position will be responsible for planning and implementing community-based programming initiatives and environmental stewardship programs such as parks and community clean ups, invasive weed control programs, carbon neutral/climate change activities, recycling programs and water conservation. The Community Programmer will also coordinate volunteers for environmental events and programs and assist with promotion and marketing, and perform a variety of related duties and office work. See the attached position description for more information.

Qualifications:

The preferred candidate will have a Diploma in Recreation Programming or Leadership, or equivalent; high school graduation supplemented by recognized certificates in community or recreation program delivery; and First Aid. The successful applicant will be required to obtain and pass a Police Information Check including working with vulnerable people. A Class 5 Driver Licence is required; however, and a Class 4 Drivers Licence would be considered an asset.

Hours per Week: Full-time 35 hrs/week – CUPE608 bargaining unit

Hourly Rate: \$31.46/hour, plus a generous benefits package

Additional Information: Position description attached

Applications may be submitted by emailing careers@osoyoos.ca with a letter of interest and resume by 4:00 PM, on September 25, 2026. Only those selected for interviews will be contacted.

JOB DESCRIPTION



Community Programmer

Position Title:	Community Programmer
Department:	Community Services
Supervisor:	Program Supervisor

POSITION FUNCTION

Perform functions related to the facilitation and provision of community programs and services

KEY DUTIES

- Assists with an effective booking system for all facilities and playing fields under the jurisdiction of the department, maintaining the calendar and coordinating rentals and programs, ensuring that affected staff and all others are fully informed.
- Assists with developing and maintaining updated records of the Community Services Directory and other brochures or handouts as required. Assists with maintaining a current list of contacts for organizations and programs
- The community programmer will be responsible for planning and implementing community-based programming initiatives and environmental stewardship programs such as parks and community clean ups, invasive weed control programs, carbon neutral/climate change activities, recycling programs and water conservation. He or she will also coordinate volunteers for environmental events and programs, and will assist with promotion and marketing.
- Completes research and prepares reports relating to program development or implementation.
- Liaise with school authorities, community groups, organizations and the general public; meet with organizations concerned with recreation and community programming and assist those groups with the co-ordination, promotion and participation relative to such programs
- Respond to counter, telephone or written inquiries from the public; provide detailed information to applicants and the public regarding community events and department services. Assists and direct user groups and the general public.
- Prepares news articles, electronic messaging, and advertising and participate in public promotions as required.
- Assists with the administration of special events, community service administration programs such as memorial bench program applications, special events permit and facility booking.
- Receive payments for programs, issue receipts, maintain records and make reports as required.
- Balances cash and prepares nightly bank deposits if requested.
- Proofread various documents, maintains records and filing system.
- Perform other office functions such as word processing, photocopying, scanning and faxing. Order and maintain office supplies. Process registrations, facility bookings and point of sale transactions.
- Assists with patrons and users following building rules and regulations.
- Performs related work as required.

JOB DESCRIPTION

Community Programmer



INDEPENDENCE

- Work is performed according to established schedule, policies & procedures. Deviations from established policies & procedures are referred to supervisor with recommendations.

WORKING CONDITIONS

Physical Effort:

- Normal
- Sit with arms in an unsupported position while keyboarding. (occasional)
- Lift small weights like chairs and program materials

Work Environment:

- Community Services Office
- Community locations as programming needs identify

KEY SKILLS AND ABILITIES

- Communicate effectively verbally and in writing.
- Ability to provide a broad range of customer services and to receive, understand and resolve inquiries.
- Ability to operate Town computer software and keyboarding skills including CLASS database program.
- Establish and maintain effective working relationships.
- Deal with the public in a courteous and tactful manner.
- Organize and prioritise work.
- Ability to work with volunteers, variety of age groups.
- Group facilitation

QUALIFICATIONS

Formal Education, Training and Occupational Certification:

- Diploma in community programming or equivalent preferred.
- High school diploma supplemented by a recognized certificate in community or recreation-based program delivery.
- Recognized First Aid Certificate.

Experience:

- 2 year of related experience or an equivalent combination of education and experience.

OTHER

- This is a full-time position.
- May be required to work irregular hours.
- Required to obtain criminal record clearance.
- Class 4 BC Driver's Licence preferred.