



Municipality of the District of St. Mary's

Position title: Community Program Coordinator – Supported by the Province of Nova Scotia and the Dept. of Communities, Culture and Heritage

Reports to: Active Living Coordinator

Salary Range: \$15 hourly

Position Summary:

Working under the direction of the Active Living Coordinator, the Community Program Coordinator will facilitate opportunities for girls to engage in unstructured physical activity in the after school time period. The Community Program Coordinator will be responsible for the organization and supervision of a wide variety of activities and events in St. Mary's. Duties will vary and may include, but not be limited to: delivery, coordination, assisting, evaluating, supervising, promoting, scheduling as well as creating and establishing relationships with female youth, ages 12-17 in programs delivered by the St. Mary's Recreation Dept.

Duties include:

- Coordinate girls group activities
- Work with St. Mary's Education Centre/Academy to increase the physical activity rates of youth
- Create opportunities for girls and youth to be active and valued within St. Mary's
- Create opportunities for female youth to explore nature
- Build capacity of girls age 12-17 to participate in physical activity
- Create educational tools to raise awareness about the benefits of active living
- Develop, manage and evaluate group activities that include physical activity and creative aspects
- Assist with special events as required

Qualifications:

- Degree or diploma in recreation, or combination of education and experience would be an asset.
- Past experience in municipal recreation.
- Hold a valid driver's license.

Skills and special knowledge:

- Required to have experience in coordinating initiatives, project management, planning, evaluation, research and working with community groups.
- Requires excellent public relations and communication skills, both oral and written. As well as proven training/experience in recreation and organizing and implementing recreation programs and activities.
- Must possess strong supervisory, planning, organizational and administrative skills and ability to multi-task.
- Computer Skills Essential
- Must be able to work independently and as part of team

Terms and Conditions

- Apply by **resume, cover letter and references** in person at the Municipal Office, by email at Ashley.maclennan@saint-marys.ca, fax at 522-2309 or by mail to 8296 Hwy. 7, PO Box 296 Sherbrooke, NS, BoJ 3CO. Deadline to apply is **4:00 p.m. Friday, January 17th**
- Only applicants with scheduled interviews will be notified
- It is a term position that ends three months after the start date: estimated start date will be mid-January, 2020.