

Employment Opportunity:



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| Position Title: | ACTIVE LIVING COORDINATOR |
| Reports to: | Director Community Development & Recreation |
| Classification: | Permanent/Full-Time (35hrs/wk)/Salary |
| Salary Range: | \$32,000-\$40,000 <i>(This is a cost shared position with the Province of Nova Scotia)</i> |

Position Summary:

The Municipality is seeking someone to fill the role of Active Living Coordinator for St. Mary's. This position will be responsible for will implementing the St. Mary's Active Living Plan in accordance with the Shared Strategy for Advancing Recreation in Nova Scotia. The Active Living Coordinator will be responsible for the organization of a wide variety of programs, activities and events in St. Mary's. Duties will vary for each program and may include, but not be limited to: delivery, coordination, assisting, evaluating, supervising, promoting, scheduling as well as creating and establishing relationships with community organizations.

Duties of the Position:

- Coordinate various recreational programs throughout St. Mary's Municipality.
- Assist with and/or coordinate special events as needed including. Canada Day, Winter Fun Fest, etc with the intention to support and implement active living opportunities within the events.
- Coordinate Summer Programming, including summer day camps, evening programs, etc.
- This position is responsible for the overall coordination and implementation of the **St. Mary's Active Living Strategy** and its associated programs/event under each of the Strategy's support categories for physical activity including:

Social Supports:

- Work with St. Mary's Education Centre/Academy to increase the physical activity rates of youth.
- Create opportunities for the Municipality's aging population to be active and valued within St. Mary's.
- Build capacity in St. Mary's by identifying community members and volunteers who demonstrate skills that could help advance recreation.
- Coordinate and manage Seniors Socials throughout the Municipality

Physical Supports:

- Create opportunities and programs for residents to explore nature.
- Assist with the coordination & implementation of items relating to active transportation under the Active Transportation Plan.
- Coordinate and manage the Municipal Community Playboxes.



Educational Supports:

- Create educational tools/campaigns to raise awareness about the benefits of active living.
- Recruit, provide training for, and coordinate Instructors for active living opportunities and programs.

Policy Supports:

- Review existing policies and create new ones where necessary to ensure that facilities and programs provide a supportive environment for participants.
- Regularly assist with the review, creation, coordination and implementation of the Active Transportation Strategy.
- Regularly assist with the review, coordination and implementation of the Equipment Loan Policy and consistently inventory and/or maintain all municipal equipment for the equipment rental program.
- Regularly assist with the review, coordination and implementation of the Municipal Health & Wellness Policy and associated initiatives.

Qualification/Skills:

- Degree or Diploma in: Recreation, Community Development, Human Kinetics or related field, or a combination of education and experience that demonstrate the ability to be effective in the position.
- Past experience in municipal recreation or related work would be an asset.
- Hold a valid driver's license.
- 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 with the ability to multi-task.
- Basic computer skills are essential with required competencies in Microsoft Word, Outlook, PowerPoint, Excel and potentially other computer programs.
- Must be able to work independently and as part of team.

Applications:

Applications by resume and cover letter along with references will be accepted until **4:00pm on Friday, January 3, 2023 or until the position is filled**. Only those applicants selected for interviews will be contacted.

Applications accepted by:

Email to: kerri.jack@saint-marys.ca

Mailed to: 8296 HWY 7, PO Box 296, Sherbrooke NS, B0J 3C0

Faxed to: 902-522-2309