



## **EMPLOYMENT OPPORTUNITY**

### **ACTIVE LIVING COODINATOR**

#### **Purpose of the Position:**

The Municipality is seeking an enthusiastic candidate to fill the role of Active Living Coordinator. The Active Living Coordinator will develop and coordinate the delivery of various active living programs and events throughout St. Mary's designed to benefit all ages, and all levels of physical capability to enable the residents of St. Mary's to be active in their everyday life.

#### **Hours and Working Conditions:**

This position is full time, 35 hours per week. The primary work location shall be the Municipal Office, 8296 Hwy 7, Sherbrooke, Nova Scotia. It will be standard for work hours to include evening and weekend times to attend, operate, and manage live public events.

#### **Qualifications Include:**

1. Degree or Diploma in: Recreation & Leisure Services Management, Community Development, Human Kinetics or related field, or a combination of education and experience that demonstrate the ability to be effective in the position.
2. Previous experience in municipal recreation or related work would be an asset.
3. Hold a valid driver's license.
4. Required to have experience in coordinating initiatives, project management, planning, evaluation, research and collaborating with community groups.
5. Requires excellent public relations and communication skills, both oral and written.
6. Proven training or experience in recreation and organizing and implementing recreation programs and activities.
7. Must possess strong supervisory, planning, organizational and administrative skills with the ability to multi-task.
8. Strong computer skills are essential with required competencies in Microsoft Word, Outlook, PowerPoint, Excel, and potentially other computer programs.
9. Must be able to work independently and as part of a team.

**Salary Range:** \$33,946-\$42,432 per annum dependant on skills and experience.

Excellent benefits package including, but not limited to pension, group health/dental plan and wellness program.

A complete job description is available on the municipal website at <https://www.saint-marys.ca/table/business/employment-opportunities/>.

**Applications Deadline: Noon on Wednesday June 19, 2024.**

**Please forward applications including cover letter and resume to:**

Mallory Fraser, Director of Community Development & Recreation by email to [mallory.fraser@saint-marys.ca](mailto:mallory.fraser@saint-marys.ca) or by mail to 8296 HWY 7, PO Box 296, Sherbrooke NS, B0J 3C0.

We thank and appreciate all applicants. However, only applicants selected for an interview will be contacted.