

## Employment Opportunity:



**Position Title:** ACTIVE LIVING COORDINATOR

**Reports to:** Director of Community Development & Recreation

**Classification:** Permanent/ Full Time (35hrs/week/salary)

**Salary range:** \$33,946 to \$42,432 per annum *(This position will come with an one-time starting bonus to be paid at the end of probation period.)*

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

The Municipality is seeking an enthusiastic candidate to fill the role of Active Living Coordinator for St. Mary's. This position will be responsible for implementing the St. Mary's Active Living Plan in accordance with the St. Mary's Recreation Master Plan. The Active Living Coordinator will be responsible for the organization of a wide variety of programs, activities, and events in St. Mary's. The Active Living Coordinator will manage the St. Mary's Fitness Centre Fob Program, develop programs to enable residents of St. Mary's to be more active in their everyday life and create relationships with organizations committed to active living within the Municipality.

### **Duties of the Position:**

1. Develop and coordinate the delivery of various active living programs throughout St. Mary's Municipality.
2. Outreach and engage with underserved populations, finding ways to increase access and participation in active living opportunities.
3. Assist with and/or coordinate special events as needed with the intention to support and implement active living opportunities within the events.
4. Coordinate the delivery of Municipal Summer Day Camp, with a focus on active living programming.
5. Manage the St. Mary's Fitness Centre Fob program. This includes scheduling and ensuring regular preventative maintenance, orientation of new users, overseeing use and ensuring members follow facility procedures and rules, completion of Personal Training Certification and providing additional support to fob users.
6. This position is responsible for the overall coordination and implementation of the **St. Mary's Active Living Strategy**. The strategy has actions under the following 5 goals: Active Opportunities for all Residents, Foster an Active Love of the Outdoors, Support and Promote Active Transportation, Actively Promote Community Awareness and Partnerships, Monitoring and Updating Strategy. An annual work plan will be developed in partnership between the Community Development and Recreation Director and Active Living Coordinator to identify annual projects from within the Active Living Strategy.
7. Management of Municipality's Equipment Loan Program.
8. Upkeep of Municipality's Highland Connect records.
9. Development and delivery of Municipality's internal Workplace Wellness Program.
10. Ongoing promotion of active living to residents and decision makers
11. Other duties as assigned.

### **Qualification/Skills:**

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 working with community groups.
5. 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.
6. Must possess strong supervisory, planning, organizational and administrative skills with the ability to multi-task.
7. Strong computer skills are essential with required competencies in Microsoft Word, Outlook, PowerPoint, Excel, and potentially other computer programs.
8. Must be able to work independently and as part of a team.

**Weekly Hours and Work Environment:**

The work base location will be the Municipal Office, 8296 Hwy 7, Sherbrooke. This role operates 35 hours per week. Times and days of the week worked will vary depending on the timing of recreation events. It will be standard for work hours to include evening and weekend times to attend, operate, and manage live public events.

This role will involve significant office time and computer use for planning and organizing public events, including creating detailed event plans, attending staff meetings, etc.

The role will also routinely and frequently involve light to moderate physical work in packing, transporting, and setting up equipment, setting up events, and closing event site venues.

Standing and moving for significant amounts of time (e.g. standing, walking, moving for 1 to 2 hours at a time with short sitting breaks) during the leadership of recreation events will be expected.

Travelling with equipment and supplies to and from events in your personal vehicle will be expected. The position is eligible for mileage and expenses in accordance with the *Municipal Expense Policy* for travel to and from the municipal office to recreation event sites.

**Applications:**

Applications by resumes and cover letters will be accepted **until the position is filled**. Only those applicants selected for interviews will be contacted.

Applications will be accepted 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.

The successful candidate will undergo a reference review by the municipality.

An RCMP, Vulnerable Sectors and Child Abuse Registry check will be required to satisfy standards for work with youth and/or vulnerable people.

The Municipal Human Resource Policy, available at <https://www.saint-marys.ca/municipal-documents.html>, provides more information about municipal employment standards, requirements, and benefits.