



**Municipality of the District of St. Mary's**  
Box 296, 8296 Highway #7, Sherbrooke, NS B0J 3C0

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**SCHEDULE "A"**

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|------------------------|--------------------------------------------------|
| <b>Position Title:</b> | Active Living Coordinator                        |
| <b>Reports to:</b>     | Director of Community Development and Recreation |
| <b>Salary Range:</b>   | \$45,760 - \$57,200                              |
| <b>Classification:</b> | Permanent/Full-Time (35hrs/wk)/Salary            |

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**Position Summary:**

The Municipality is seeking an enthusiastic candidate to fill the role of Active Living Coordinator for the Municipality of the District of St. Mary's. This position will be responsible for updating and implementing the municipality's Active Living Plan in accordance with the Recreation Master Plan.

The Municipal Physical Activity Leadership (MPAL) Program is a partnership with the Nova Scotia Department of Communities, Culture, Tourism and Heritage (CCTH) that supports municipalities in taking a whole-of-community approach to active living. The Active Living Coordinator position is financially supported by the MPAL program, and the incumbent is responsible to achieve the goals of the MPAL program within the municipality.

The Active Living Coordinator will be responsible for the organization of a wide variety of municipal programs, activities and events. The Active Living Coordinator will develop policies to enable residents to be more active in their everyday life and create relationships with organizations committed to active living within the municipality.

**Duties of the Position:**

- Develop and coordinate the delivery of various active living programs throughout the Municipality.
- Outreach and engage with underserved populations, finding ways to increase access and participation in active living opportunities.
- Assist with and/or coordinate special events as needed with the intention to support and implement active living opportunities within the events.
- Coordinate the delivery of Municipal Summer Day Camp, with a focus on active living programming.
- Manage the St. Mary's Fitness Centre. 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, maintaining adequate fobs and managing the fob program, and providing additional support to fob users.
- This position is responsible for the overall maintenance and implementation of the municipality's Active Living Strategy. The strategy has actions under the following five 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.

- Management of Municipality's Equipment Loan Program.
- Development and delivery of Municipality's internal Workplace Wellness Program.
- Ongoing promotion of active living to residents and decision makers
- Other duties as assigned.

#### **Qualification/Skills:**

- 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 organizing and implementing recreation programs and activities.
- 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.
- 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 a team.

#### **Working Conditions:**

- Primary work location is the municipal office at 8296 Highway 7, Sherbrooke, with regular attendance required at municipal facilities including the St. Mary's RecPlex, parks, trails, and other program locations.
- Standard work schedule is 35 hours per week; however, flexibility is required. Evening and weekend attendance is frequently necessary to support Council meetings, community events, public programming, and seasonal activities.
- The position requires regular interaction with the public, community volunteers, youth, seniors, elected officials, and external stakeholders.
- The role includes both office-based administrative work and on-site program supervision, which may involve light physical activity such as event setup, equipment movement, and facility inspections.
- Work may involve responding to time-sensitive grant deadlines, public inquiries, and emerging community needs.
- The incumbent must be prepared to work outdoors at events and programming in varying weather conditions.
- Occasional travel within the municipality and to regional/provincial meetings may be required.
- The position operates in a small-team municipal environment requiring adaptability, initiative, and the ability to manage competing priorities.