

MUNICIPALITY OF THE COUNTY OF CUMBERLAND

Position Description

Active Living Coordinator

Community Development Department- Parrsboro Office

Overview

The Municipality of Cumberland recognizes that physical activity is essential for health and wellbeing of people at all stages of life. Unfortunately, activity rates for Canadians in general, and Nova Scotians in particular, are far below what is needed to avoid the serious and costly consequences of sedentary living. The Municipality has created the position of Active Living Coordinator (ALC) to foster active healthy lifestyles by enhancing recreational and cultural opportunities for residents. The work of the Parrsboro ALC has historically been focused on the Parrsboro Shore and the southern part of the Municipality, but that may change as circumstances require.

The ALC's role is critical to the attainment of the Municipality's vision of "strong, vibrant communities" and its strategic priority of improving the health and well-being of its citizens. The ALC advances these goals by providing leadership and support to community and non-profit groups and schools, by building relationships with other organizations with similar goals, and by informing and advising citizens. When appropriate, the ALC works collaboratively with other employees of the Municipality.

This position reports to the Manager of Facilities and Parks.

Behavioural Competencies

Behavioural competencies are how we behave, act, and think in the workplace. They are attained through formal and informal education and training, life and work experiences, and in our relationships. The core competencies required by this position include:

- Communication
- Leading and Developing Others
- Building Relationships
- Innovation
- Teamwork

Key Outcomes and Responsibilities

The Active Living Coordinator provides support and leadership to advance the goals (described in general terms above) by implementing the diverse actions detailed in the Municipality's Recreation and Physical Activity Strategy. The Strategy can be summarized as six outcomes the Coordinator strives to achieve:

Outcome # 1

Active Living – to foster active, healthy living through recreation. The Coordinator will achieve this outcome by:

- Increasing physical activity opportunities by maintaining and seeking ways to improve the community bike program, swimming and walking program, and implement non-traditional programming (disc golf, geocaching, loose parts play)
- Promoting physical activity benefits by collaborating with other sectors for innovative ways of reaching residents and investigate links to new provincial physical activity social marketing campaigns.

Outcome #2

Inclusion & Access- to increase inclusion and access to recreation for populations that face constraints to participation. The Coordinator will achieve this outcome by:

- Developing and providing opportunities for age specific and family-oriented programs.
- Maintaining and seeking ways to improve the equipment lending program, including the adaptive equipment loan program.
- Maintaining, developing, and/or expanding on programming during the afterschool time period.

Outcome #3

Connecting People & Nature- to help people connect to nature through recreation.

The Coordinator will achieve this outcome by:

- Supporting development and maintenance of trails through promotion, providing wayfinding signage and developing a plan to develop a trail strategy.
- Increasing public awareness and accessibility to shores and water ways.
- Collaborating with other staff of the Municipality to create a playground program that offers a mobile “Loose Parts” workshop.

Outcome #4

Supportive Environments – to ensure the provision of supportive physical and social environments that encourage participation in recreation and build strong, caring communities. The Coordinator will achieve this outcome by:

- Promoting and creating opportunities for parents, guardians or caregivers to become active during youth or child programming.
- Collaborating with schools to strengthen already on-going partnerships related to the Community School Use Agreements.
- Collaborating with all three health boards to help “increase healthy lifestyles and supportive environments”.

Outcome #5

Recreation Capacity – to ensure the continued growth and sustainability of the recreation field. The Coordinator will achieve this outcome by:

- Maintaining and improving summer programs and sports camp by creating and implementing program evaluations.
- Supporting and increasing volunteerism by providing training opportunities, coaching, and youth leadership development workshops.
- Participating in and promoting regional physical activity initiatives at a local level

Outcome #6

Celebration- to celebrate the successes of our residents The Coordinator will achieve this outcome by:

- Informing and updating Council on the progress of the Recreation and Physical Activity Strategy.
- Celebrating volunteers during the annual volunteer recognition evening and through various media streams.
- Celebrating residents during the Barry Wood Memorial Outstanding Achievement Award celebration.

Qualifications

A university degree plus education and/or experience in recreation and creating and managing budgets is required.

The successful candidate will be expected to have: demonstrated superior communication skills, the ability to work independently, and knowledge of provincial, regional, and local physical activity trends.

Experience with strategic planning, community engagement, needs assessments, and physical activity policy development would be desirable.

First Aid and CPR certificates and a valid Driver’s License are required.

Terms and Conditions of Employment

The Municipality’s *Personnel Policy* should be referred to for additional information regarding conditions of employment.

Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
\$48,098	\$50,503	\$52,908	\$55,313	\$57,718	\$60,123