

THE TOWN OF ANTIGONISH

Community Development – Employment Opportunity

Active Living Coordinator – Full-Time, Term Position – Maternity Leave: March 2021– March 2022.

Antigonish Town Recreation is dedicated to providing sport, recreation and leisure activities for the citizens of Antigonish. The department concentrates on maximizing the Town's existing assets as well as building on its proud heritage and culture. To achieve their vision and with the available resources, the department will provide programs, services, facilities, plus advice and assistance to individuals, community groups and organizations.

Applications are being accepted for the position Active Living Coordinator – Term Position – Maternity Leave. Under the direction of the Manager of parks and Recreation, the Active Living Coordinator will be responsible for responding to the increasing diverse needs and opportunities available to our community surrounding physical activity and health and wellness. Working through the lens of reducing barriers and promoting fairness, the Active Living Coordinator will work to promote programs and initiatives that focus on increasing physical activity levels and opportunities with a focus on underserved populations. A detailed description is attached.

Interested candidates submit your resume along with an accompanying cover letter by 12 noon, Friday, January 29th, 2021 to:

Tricia Cameron at tcameron@townofantigonish.ca

We thank all candidates for their interest however only those under consideration will be contacted.

THE TOWN OF ANTIGONISH

Position: Active Living Coordinator

Status: Temporary, Full-Time (Maternity Leave). March 2021 – March 2022

Department: Community Development

Reports to: Tricia Cameron, Manager of Parks and Recreation

Location: Antigonish Town Hall

Pay Scale: \$43,938-49,452

Date of Description: January 4th, 2021

General Summary

Under the direction of the Manager of Parks and Recreation, the Active Living Coordinator will educate and motivate all citizens to increase their daily physical activity in an effort to create a happier, healthier and active community. The Coordinator will work in collaboration with a multi-sectored group of health and community partners to continue the implementation of the Antigonish Town Active Living Strategy. The Coordinator is responsible to act on the group's behalf to identify partners, assets and resources that can help to impact positive behaviour change around the issue of obesity and inactivity.

Reporting Relationships

Reports directly to the Manager of Parks and Recreation

Key Working Relationships

Internal: Must maintain good working relationship with several Antigonish Town Departments: Engineering/ Public Works, Special Projects, the Antigonish Electric Utility, and the Traffic Authority

External: Must maintain good working relationship with the following groups: Active Living Coordinators within the Highland Region; Active Living Coordinators and MPALS within the Provincial realm; The Strait Area Centre for Education; The Seniors Getting Involved Association, and, other community groups as requested.

Responsibilities/Accountabilities

Main Responsibilities:

- Continued implementation of the Town of Antigonish Active Living Strategy;
- Provide assistance with the implementation of Antigonish Town's Active Transportation initiatives;
- Program Support: Provide support to existing programs such as: Summer camps, Wee Lads and Lassies, Multisport, School-Based Physical Activity, Equipment Loan Programming, and Seniors programming such as Pickle-Ball;
- Facility Access: Work to improve and promote access to facilities that promote active living.
- Public Education and Awareness: Positively impact people's behaviour related to inactivity and obesity;
- Maintain the Active Living Communication and marketing strategy using such tools as Antigonish Town website, Recreation Facebook, Highland Connect etc;
- Recreation Program Administration: ie registration and maintaining up to date data-bases;
- Policy Development: Assist organizations with improving policy that support positive and healthy environments;
- Serve as an ongoing liaison with the Nova Scotia Department of Communities, Culture and Heritage, (Communities, Sport and Recreation Division) on active living initiatives in Antigonish Town;
- Provide support to community groups and organizations in their desire to offer recreation and physical activity opportunities;
- Identify and assist in coordinating training opportunities for community groups and organizations;
- Track Active Living budget and provide projections and up-dates when requested;
- Provide support for Workplace Wellness Initiatives;

Qualifications/Competencies

- Degree in Human Kinetics, Recreation, Community Development, Education, Health Education or a related field and three years' experience or an equivalent combination of education and experience;
- Experience in organizing and leading a variety of programs ie: After School Programs, Seniors Programming;
- Experience in community and leadership development;
- Ability to work independently;
- Self-starter;
- Excellent communication, organizational and presentation skills;
- Computer skills are essential.

Working Conditions and Physical Environment

This position, although typically 8:30am – 4:30pm Monday to Friday, can involve after-hours and weekend work outside of the Town Hall. The successful candidate must be flexible in their hours and place of work.

Special Requirements

- Applicants must have a valid driver's license and access to a vehicle. Travel to other parts of Nova Scotia may occur periodically (travel expenses will be reimbursed);
- The successful candidate must be willing to supply a recent Vulnerable Sector check
- The successful candidate must have a current First Aid/CPR certificate.

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