

## Job Description

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**Position:** Active Living Coordinator  
**Department:** Community Development  
**Reports to:** Manager of Parks and Recreation  
**Status:** Full-Time; Permanent  
**Location:** Town Hall (274 Main Street, Antigonish)

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### General Accountability

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 to create a happier, healthier and active community. The Active Living 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 Active Living 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 movement and recreation.

### Responsibilities

#### Policy and Project Development

- Oversees the development, implementation, and evaluation of the Town of Antigonish Active Living Strategy.
- Acts as the lead on policy implementation around equity, diversity, and inclusion and affordable access to programs and services as it relates to recreation.
- Assist the Parks and Recreation division, as well as community organizations and stakeholders, with the development of policy that supports positive and healthy environments.

#### Program Support and Administration

- Supervises casual recreation staff including recruitment, hiring, training/orientation, and general oversight.
- Supports and develops programs such as Multi-Sport, and other programming for youth, young adults, seniors, and families;
- Conducts activities to administer Recreation Programming (e.g. registration and maintaining up to date databases);
- Provides support to community groups and organizations in their desire to offer recreation and physical activity opportunities;
- Provides support for Workplace Wellness Initiatives.

#### Public Education and Awareness

- Creates and promotes public education and awareness materials to positively impact people's behaviour related to movement and recreation;
- Acts as the lead for the communication and promotion of active living projects and initiatives, in conjunction with the Marketing, Communications, and Events division;

- Serves 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;
- Identifies and assists in coordinating training opportunities for community groups and organizations related to recreation and active living.

### Qualifications

- Degree or diploma 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 for youth, young adults, seniors and families is an asset;
- Experience in community and leadership development.

### Additional Skills and Abilities

- Ability to work independently;
- Self-starter;
- Excellent communication, organizational and presentation skills;
- Proficiency in Microsoft Office;
- Possess a valid driver's license and access to a vehicle.
- Possess or willing to get a Vulnerable Sector Criminal Record Check
- Possess or willing to get a First Aid/CPR certificate