

**JOB DESCRIPTION**  
**RECREATION & PHYSICAL ACTIVITY COORDINATOR**



**Job Description**

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|------------------------|------------------------------------------------------------------------------------------------------------------------------------|
| <b>POSITION TITLE:</b> | <b>Recreation &amp; Physical Activity Coordinator</b>                                                                              |
| <b>DEPARTMENT:</b>     | Recreation                                                                                                                         |
| <b>HOURS:</b>          | Thirty-two (32) hours per week (4 days) with a varying schedule depending on Recreation Department and Physical Activity Programs. |
| <b>DESIGNATION:</b>    | Full-Time                                                                                                                          |
| <b>REPORTING TO:</b>   | Chief Administrative Officer                                                                                                       |
| <b>REMUNERATION:</b>   | <b>\$50,000 - \$60,000 annually.</b><br>Dependent upon experience and qualifications.                                              |

**OTHER TERMS AND CONDITIONS OF EMPLOYMENT:**

- Clearance through NS Child Sexual Abuse Registry is required.
- Familiarity in working with youth and community programs considered an asset.
- Although this is not a condition of employment, it is preferable that the person resides within the Town of Mulgrave for the term of employment.

**SCOPE:**

The division of work between Recreation Coordination and Physical Activity Coordination should be approximately 50% for each, although it is recognized that there will be considerable overlap between the two roles.

**Recreation Responsibilities:** This position of Recreation Coordinator has responsibility for the development and continuance of recreation programs and services for residents of the Town of Mulgrave, including; program development, delivery and evaluation; promotion; community liaison; budgeting and finance; recruitment and supervision.

**Physical Activity Responsibilities:** Responsible for the overall promotion, operation, and development of physical activity programs and services of the Town of Mulgrave. This position is responsible for the planning and implementation of municipal physical activity programs and services as well as the development of a comprehensive analysis

of physical activity and the development of a Physical Activity Plan considering all sectors of the population, and including social marketing, facility utilization, and related partners in the implementation of this plan.

#### **SPECIFIC DUTIES:**

The following is a general outline of the duties and responsibilities of the Recreation & Physical Activity Coordinator.

##### **Recreation Coordinator Role:**

- Develop, plan and facilitate all of the Town of Mulgrave's recreational programming;
- Participate in the implementation of Mulgrave recreational programs as necessary, including day-to-day management of the Community Pool during summer months;
- Facilitate Volunteer Recognition Awards and Ceremony; and
- Coordinate, facilitate and provide administrative support for Recreation Department sponsored community events within the Town (i.e.: Winter Carnival; Scotia Days Festival; Market-by-the-Sea; etc.);
- Develop and plan programming for the Senior Population

##### **Physical Activity Coordinator Role:**

- Develop a written physical activity strategy for the Town that will specify potential for enhancement of physical activity levels of all segments of the population;
- Build and maintain relationships with partnering agencies in the development of the Physical Activity Plan;
- Market and promote Mulgrave physical activity initiatives, services and programs;
- Develop and implement Physical Activity Programs for pre-school & school-age children, youth, adults and seniors, including the differently-abled population, identifying human resources and needs of the community;
- Manage the day-to-day activities of the Fitness Centre;
- Develop and circulate an active living guide throughout the Town; and
- Prepare reports to Nova Scotia Department of Communities, Culture, Tourism and Heritage as required.

##### **Overall Responsibilities:**

- Recruit, train, supervise and evaluate, as well as schedule work, for all employees of the Department;
- Recruit voluntary leadership as may be required for the conduct of specific recreation and physical activity programs;
- Maintain complete and accurate records of departmental activities, services, personnel and property;
- Ensure effective, efficient, and fair use of all Department equipment, buildings and facilities;
- Prepare and submit grant proposals and applications for funding of recreational and physical activity programming that will assist the Town in offering and facilitating a broad range of active living services including grant applications to fund casual and summer employees;

- Prepare monthly and annual reports for presentation to Town Council, and other stakeholders as required;
- Remain aware and up to date regarding liability issues within the scope of leisure service provision; and
- Perform other related duties and responsibilities as are from time to time assigned by the Deputy Administrative Officer/ Accountant.

#### **QUALIFICATIONS:**

The position **requires** an individual with:

- Excellent interpersonal skills; strong communication (listening, written, and oral), administrative and supervisory skills.
- Several years experience managing / supervising public recreation, physical education, or health promotion programs.
- Knowledge of principles, practices and techniques of recreation administration, organization and operation.
- Proven ability to publicize and promote physical activity programs;
- Knowledge of basic principles and methods of program planning and evaluation.
- Basic use and understanding of computers including a variety of computer applications.
- Problem solving ability and the ability to prioritize.

Other additional **assets** include:

- A Bachelor's Degree in Recreation, Health Promotion or Human Kinetics or a related field.
- Experience in a position analyzing and promoting physical activity.
- Knowledge of the benefits of an active physical lifestyle.

The Recreation & Physical Activity Coordinator is expected to be open minded, dedicated, trustworthy, able to practice discretion when dealing with confidential information and to deal effectively with the public.

#### **How to Apply:**

Please submit your resume by email to [admin@townofmulgrave.ca](mailto:admin@townofmulgrave.ca), or by fax at 902-747-2585 by **October 16<sup>th</sup> at 4:00 p.m.**

Candidates wishing to drop off a resume in person can do so by visiting the Town Office at 459 Murray St, Mulgrave, NS during regular business hours of 8:30 am to 4:30 pm.

If you require further information, please contact our Office at 902-747-2243.

Thank you for your interest, however, only candidates selected for an interview will be contacted.

