

ACTIVE LIVING COORDINATOR

Employment Commitment:

- October – March (30 hours/week for 20 weeks), days vary and may include days, evenings, weekends
- Rate of pay \$15-\$17, depending on qualifications
- Dates are approximate and subject to change
- Possibility of an extension

Reports to: Recreation and Physical Activity Coordinator

Basic Requirements:

- Leadership experience, experience working with youth
- Have excellent customer service skills
- Have excellent computer skills
- Have experience with social marketing
- Must be able to supply clean Child Abuse Registry, Vulnerable Sector, and Criminal Record Checks

Certification Requirements:

- Standard First Aid and CPR Level C or Equivalent
- WHMIS (Workplace Hazardous Materials Information Systems)

Prior completion of these certifications is an asset, but opportunities to achieve any missing certifications will be organized by the Town for all successful applicants, completion mandatory to gain employment.

Position Summary

<i>Core Competency</i>	<i>Position-Specific Task Descriptions</i>
Leadership	<ul style="list-style-type: none"> • Develop, implement, and evaluate after-school programs (2-3 days/week) • Develop, implement and evaluate evening programs at fitness centre (2-3 days/week) • Assist with the planning and implementation of community events • To adhere to policies outlined in the staff manual • Various other duties as assigned by the Recreation and Physical Activity Coordinator
Safety & Risk Management	<ul style="list-style-type: none"> • To ensure that program areas are kept safe and free from hazards • Ensuring safety and risk management processes and policies are followed and applied • Supervise program participants during the course of the programs • Perform a safety check before and after each day at each facility to be used • Safety checks and lock up of fitness centre on occasion
Program Management	<ul style="list-style-type: none"> • Successful and professional planning, implementation, & oversight of programs • Assist with the management of the daily operations of the fitness centre, including memberships • Adhere to all policies/procedures for implementation & complete any program related tasks as requested • Organizing materials, cleaning up after activities, general logistics
Judgement	<ul style="list-style-type: none"> • Show the capacity to assess situations and act appropriately • Make sound decisions based on the best interests of all parties involved
Teambuilding	<ul style="list-style-type: none"> • Full and active participation in all program activities, training sessions, and, staff meetings as required • Work with the fitness centre committee on fundraising initiatives
Communications & Customer Service	<ul style="list-style-type: none"> • Responsible for daily duties, such as greeting participants, parents, leading activities, ensuring the safety and enjoyment of participants • Completion of reports as required
Problem Solving	<ul style="list-style-type: none"> • Determining and quickly implementing appropriate participant support and/or behaviour modification strategies as required. • Effectively manage & resolve day-to-day issues as they arise.

To apply email resume to heather.brennan@townofmulgrave.ca or drop off to the Mulgrave Town Office by September 17 at 4:30pm.