
MUNICIPALITY OF THE COUNTY OF ANTIGONISH

Position Description

RECREATION Physical Activity Coordinator

Overview

The Municipality of the County of Antigonish and the Province of Nova Scotia both recognize that physical activity is essential for people to be healthy and reach their full potential. This is true for everyone and at all stages of life. Unfortunately, activity rates for Canadians in general, and Nova Scotian's in particular, are far below what is needed to avoid the negative and costly consequences of sedentary living. In partnership with the Province, the Municipality of the County of Antigonish has created the position of Physical Activity Coordinator to address this deficit by fostering active, healthy lifestyles.

The Coordinator's role is critical to the attainment of the Municipality of the County of Antigonish's vision of "strong, vibrant communities" and its strategic priority of improving the health and well-being of its citizens. The Coordinator advances these goals, with particular emphasis on the community of Municipality of the County of Antigonish and the infrastructure and opportunities there, by providing leadership and support to community and non-profit groups, by building relationships with other organizations with similar goals, and by informing and advising citizens. Whenever opportunities arise, the Coordinator works collaboratively with other employees of the Municipality of the County of Antigonish, in particular the Recreation Programmer.

This position reports to the Director of Recreation and works out of the Municipal Administration Centre.

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
Teamwork

Leading and Developing Others
Relationship Building for Influence

Innovation

Key Outcomes and Responsibilities

The Physical Activity Coordinator leads the Municipality of the County of Antigonish towards the goals set out above by implementing the diverse actions detailed in the Recreation Plan. The Plan can be summarized as three key outcomes the Coordinator strives to achieve - increased and enhanced opportunities, improved public motivation, and eliminated or mitigated barriers to participation:

1. Physical activity and recreation opportunities in The Municipality of the County of Antigonish and the region are increased and enhanced. The Coordinator will achieve this outcome by:
 - providing support and leadership to community groups and other organizations providing, or intending to provide, opportunities to residents or visitors;
 - assessing recreation and physical activity needs and opportunities, setting priorities, and developing work plans;
 - helping community and non-profit organizations to locate and secure funding from various sources;
 - supporting and facilitating the implementation of Provincial programs and initiatives in Municipality of the County of Antigonish;
 - promoting and helping to promote recreation and physical activity opportunities; and
 - collaborating with other staff of the Municipality of the County of Antigonish that have direct responsibility for providing recreation and physical activity programming and facilities for residents.

2. Residents of the Municipality of the County of Antigonish are more motivated to engage in physical activity. The Coordinator will achieve this outcome by:
 - increasing public awareness of the benefits of physical activity through educational campaigns, events and workshops;
 - promoting sporting, recreational and physical activity opportunities through traditional and electronic media, newsletters, and direct contact with educational, social, recreational, and sporting organizations;
 - building networks of interested and complimentary community groups and individuals;
 - building capacities in regards to:
 - community groups re programs and services
 - experiential communities
 - general and adapted equipment and communities

3. Barriers to accessing recreational and physical activity opportunities are eliminated or mitigated. The Coordinator will achieve this outcome by:
 - identifying barriers of all types (physical, financial, social, etc.) and formulating and implementing plans to address them, or helping others to do so;
 - assisting organizations and groups to obtain funding specifically aimed at eliminating or mitigating barriers; and

- identifying specific groups or sectors of the population that have particularly low participation rates, and developing and implementing plans to target those groups or sectors, or assisting others to do so.
4. The employee/incumbent is responsible to work and always apply all of the safety tools, resources and policies and procedures leading to a safe working environment for citizens, team members and others.
- Work is executed in a safe manner in accordance with organizational and other legislated Occupational Health and Safety policies, procedures, regulations, guidelines and/or standards

Qualifications

University degree in Recreation or related field

Minimum of two years related experience.

Experience in creating and managing budgets.

Superior communication skills, ability to work independently and as part of a team.

Occupational Health and Safety courses in: WHMIS, First Aid and CPR as well as other OHS training and certification as required for assigned tasks.

Terms and Conditions of Employment

The Municipality of the County of Antigonish has an approved salary scale for this position. Placement and incremental increases on this scale are based on qualifications, experience and demonstrated ability to perform the responsibilities of this position.

The Municipality of the County of Antigonish's Personnel Policy should be referred to for additional information regarding conditions of employment.