

## North Queens Active Living Coordinator

### JOB DESCRIPTION

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**Position Scope:** The Active Living Coordinator position's primary responsibility involves working in accordance with the *"Shared Strategy for Advancing Recreation in Nova Scotia"*, supporting residents of North Queens in accessing public space, programs, and services to: foster active living, increase inclusion and access to recreation, and ensure provision of supportive physical and social environments that encourage participation in recreation and help build a strong, caring community.

#### Qualifications:

- Demonstrated competency in community development;
- Demonstrated skills in leadership, written and verbal communication;
- Preference will be given to candidates who reside within a twenty-kilometer radius of Caledonia and/or have strong ties in the North Queens community.

#### Job Duties:

- Develop operational procedures, under direction of North Queens Active Living Advisory Committee, which could include:
  - User Fee Structure for facility use;
  - Room and Equipment Use Guidelines;
  - Process for data collection to inform evaluation (e.g. tracking user visits and financial reporting/tracking).
- Coordinate opportunities for Active Living for North Queens residents:
  - Enhance the provision of diverse recreational, educational, and lifelong learning services for residents of North Queens;
  - Use social marketing strategies to promote active living events and activities;
  - Explore summer programming opportunities with assistance of Municipal Recreation staff, which may include applying for grants for summer students.
- Community capacity building:
  - Identify and support leadership development within the community of North Queens;
  - Engage and develop partnerships with community stakeholders which may include: Municipal and school staff, SchoolsPlus, Wildcat First Nation, North Queens Health Centre, South Shore Public Libraries, Community Links, North Queens Ground Search & Rescue, Parks Canada, Mersey Tobetic Research Institute, Native Council of Nova Scotia, Acadia First Nation, and other Non-profit organizations serving Queens County.

#### Other Responsibilities:

- a. Work in partnership with Region of Queens Recreation and Healthy Communities team to optimize resources and alignment with Region of Queens Municipal Physical Activity Strategy;
- b. Develop and maintain working relationships with regional, provincial, and national agencies concerned with active living and physical activity, such as the Lunenburg Queens Recreation Association and South Shore Active Communities.

**Work Environment:** The incumbent will have office space available at The Hub (9793 Highway 8, Caledonia) and/or at the North Queens Community School, as needed. Work may require travel and transport of light and heavy equipment and materials.

**Conditions of Employment:** The incumbent is required to work 17.5 hours per week, generally within the Monday-Friday 8:30-4:30 time frame. Due to the nature of the work, some evening and weekend work will be expected.

**Employment Status:** Part-time 4-month contract with possibility for extension. Anticipated start date November 15, 2021

**Reports to:** North Queens Active Living Advisory Committee

**To Apply:**

Application deadline: **November 5, 2021**

Please apply with a cover letter and resume to:

Sarah Murphy

Sarah.Murphy@nshealth.ca

*Please note that only applicants who are selected to be interviewed will be contacted.*