



Position: Active Living Community Coordinator

The Kentville Parks and Recreation Department provides top quality recreational programs and services for Kentville and area residents. We are looking for an adventurous, enthusiastic employee to help us keep our commitment to the community. If you are an energetic, self-motivated person and you enjoy working as part of a dynamic team and engaging with community, then this job might be for you!

Our commitment to equity, diversity, and inclusion:

The Town of Kentville has adopted our first Accessibility Action Plan, a testament to our commitment to developing and supporting a more diverse, inclusive, and equitable environment for all staff and community members. We encourage applicants from equity deserving populations to self-identify in their application. We continue to focus on equity, diversity, and inclusion (EDI) as part of this framework and are committed to continuing our education and awareness as an organization. If you have questions on how we can ensure a safe place of employment, or how the hiring process can accommodate your needs, we invite you to reach out and contact us.

Why work with us?

Being a part of the Kentville parks and recreation team means you will be working in a dedicated, positive, and supportive environment. Our department is known for its high standard of service, its dedication to innovation, and its commitment to serving all members of our community. We do this because we value our people and we're passionate about what we do. Really passionate. Our department has an environment that offers support and encouragement: we want you to be successful at what you do! Accountability and fun are the foundations of our workplace culture.

Training and Personal Development:

Successful candidates will be provided with both formal and informal training and personal development opportunities. We are committed to offering you more than "just a job" but rather an opportunity to grow as an individual, try new things, ask lots of questions, explore your talents, and challenge yourself, all while being surrounded by people who believe in you!

Your Opportunity

The Town of Kentville Department of Parks Recreation is seeking candidates to fill the following position: Active Living Community Coordinator. This position is a cost sharing position between the Town of Kentville and the Province of Nova Scotia as a commitment to increasing the health and wellbeing of community members through physical activity.

Position Background and Objectives

Working under the direction of the Director of Parks and Recreation, in partnership with the Provincial Government, the *Active Living Community Coordinator* will be responsible for

responding to the increasing diverse needs and opportunities available to our community surrounding physical activity, sport, and recreation. Working through the lens of **reducing barriers** and **promoting fairness**, the *Active Living Community Coordinator* will work to create strategies, policies, programs, and initiatives that focus on **social inclusion** and **access** while using physical activity as the means of engagement.

General Duties:

- Update and coordinate the implementation of Kentville's comprehensive Physical Activity Strategy; ensuring that the Strategy reflects community needs, as well as the following Provincial priorities:
 - Social supports for walking
 - Physical environment supports for walking in the natural or man-made environment
 - Social supports for other less structured movement
 - Physical environment supports for other less structured movement
 - Policies to support movement
 - Populations that are less active or sedentary (e.g. adolescents, ages 45+, females in these age groups)
 - Equity in access to physical activity opportunities
- Support the ongoing monitoring and evaluation of the Kentville Physical Activity Strategy, including the completion of annual progress reports.
- Create supporting budgets as required
- Support the implementation of the Town of Kentville's Active Transportation Plan
- Support the implementation of the Town of Kentville's Accessibility Action Plan
- Participate in provincially sponsored physical activity training and networking events
- Build partnerships and work collaboratively with other agencies, community organizations and departments to engage with equity deserving populations, finding ways to increase social inclusion through increased access to—and participation in—physical activity opportunities
- Develop and administer active recreation programs, special events, and other initiatives designed to increase opportunities for residents to be physically active
- Ongoing promotion to residents and decision makers of the importance of physical activity and the available opportunities
- Hire, supervise, train, and evaluate part-time staff as necessary to operate programs/special events involving physical activity
- Partner with the Department of Communities, Culture, Tourism and Heritage – Communities, Sport, and Recreation Division on physical activity initiatives.

The ideal candidate will possess:

- Degree in Recreation, Community development, Kinesiology, Health Education/Promotion or a combination of education, training and experience that would demonstrate the capability to perform the duties of the position
- Experience with supporting the development of community through strategic partnerships and engagement, specifically with equity deserving populations
- Knowledge of community engagement frameworks such as Community Youth Development, IAP2, Youth Engagement Spectrum, etc.

- Related work experience in a municipal environment is an asset
- Program and special events organizing experience
- Demonstrably high level of effective interpersonal skills
- Strong written, communication, and public speaking skills
- Knowledge of a range of effective physical activity interventions including Active Transportation
- Understanding of the impact of the social determinants of health on recreation and physical activity participation, and vice versa
- Must possess strong supervisory, planning, organizational, evaluation and administrative skills
- Computer skills are essential
- Must be able to work independently and as part of a team.
- Must have a valid driver's license and access to a vehicle. Travel will be expected throughout Kings County. Travel to other parts of Nova Scotia may occur periodically.

Terms and Conditions:

- Job Type: This is a non-unionized position and is a five-year renewable agreement between the Town of Kentville and the Nova Scotia Department of Communities, Culture, Tourism and Heritage – Communities, Sport, and Recreation Division as part of their Municipal Physical Activity Leadership Program (MPAL).
- Benefits: This position sits at level 8 within the Town's salary scale. Compensation for the Active Living Community Coordinator position is \$51,727 - \$62,875 per annum. Placement on the scale will coincide with experience, with opportunities for advancement following positive annual progress reviews.
- The Town offers an excellent benefits package including health care, wellness fund, and matching pension contributions.
- Schedule: Monday to Friday with some evening and weekend work as required, with opportunities to flex schedules following the guidelines laid out in the Town's "Flex-time and Work from Home" policy.

How to Apply

E-mail your résumé and cover letter in one PDF to recreation@kentville.ca with Subject: "Kentville *Active Living* Community Coordinator Application", by 4:00 pm on Thursday, October 13th, 2022. While we thank all applicants for their interest, only applicants selected for an interview will be contacted.

For more information, please contact Rachel Bedingfield: rbedingfield@kentville.ca or 902-679-2541.