



## **Kentville Parks and Recreation**

### Neighbourhood Outreach Program Coordinator

The Town of Kentville is a rapidly growing community, one with diversifying needs and complex problems that are looking for innovative solutions. The Department of Parks and Recreation believes strongly in intentionality when it comes to what programs we offer to the community. This means we work hard to support the creation of resilient, safe, kind, and caring communities.

#### **Our commitment to equity, diversity, and inclusion:**

The Town of Kentville recently adopted our first Accessibility Action Plan followed by the signing of the Recreation Nova Scotia Anti-Racism Charter, 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 team means you will be working in a dedicated, positive, and supportive environment. We are committed to innovation and serving all members of our community. We do this because we value our people and we're passionate about what we do. Really passionate. We offer an environment of support and encouragement: we want you to be successful at what you do! Accountability and fun are the foundations of our workplace culture.

#### **Your Opportunity:**

Reporting to the Director of Parks and Recreation and working closely with the entire Parks and Recreation Team, the Neighbourhood Outreach Program Coordinator (NOPC) is responsible for the design and development of community outreach programming that includes a range of both Town and community lead programs throughout the seasons. The purpose of these programs is to illuminate a vision for a new kind of neighbourhood, one where many different people can meet and work together on the creation of neighbourhood projects that invite ideas and creativity that impact everyone.

#### **This job is for you if:**

- ✓ You are a design thinker and practitioner, skilled at developing and delivering creative and participatory design processes in support of inclusive community building.
- ✓ You have experience facilitating activities for safe and inclusive spaces that invite dialogue, curiosity, and a sense of responsibility.
- ✓ You are a great problem solver, and you are resourceful, self-directed and highly organized.
- ✓ You are passionate about building more inclusive and socially connected communities that prioritize principles of equity as well as learning and practices around decolonization.



- ✓ You are comfortable working together with community members to deepen local partnerships, connecting spaces and resources across neighborhoods in the Town of Kentville, and support the co-design of community led programs and initiatives.
- ✓ You understand the role of recreation and its pathways as it relates to community development.
- ✓ You have experience working with a team and in close collaboration with community members to identify underlying issues contributing to community safety and wellbeing and working to build collective capacity to address these issues.
- ✓ You are a critical thinker.

### **Duties and Responsibilities:**

- Support the design, implementation, and analysis of the building neighborhoods initiative.
- Work with colleagues to oversee recreation program delivery.
- Oversee outreach programming in Kentville using a decentralized approach to delivery while using a community development framework.
- Work with neighborhoods to reimagine spaces and places and ways to build resilient communities through community engagement.
- Work with community partners and stakeholders to find solutions to ongoing community concerns.
- Facilitate community engagement, utilizing a range of outreach and facilitation tools.
- Support special projects and respond to issues related to community wellbeing.
- Develop and support partnerships with community leaders, public/private agencies/non-profit organizations, and other levels of government.
- Hire, supervise, and evaluate part-time staff as necessary to operate programs/special events involving community outreach;
- Produce a range of deliverables including reports, presentations, and briefing notes, set priorities, create a productive work environment, demonstrate, and focus on results, produce tangible and effective work outcomes.
- Other duties as assigned.

### **Qualifications:**

#### **Education & Experience**

- Post-secondary education in Social Sciences, Community Development, Recreation Management, or other relevant disciplines.
- Candidates who do not possess the formal education requirement but who possess equivalent experience as demonstrated by professional, volunteer, or community-based leadership experience will be considered.
- Minimum three (3) years' experience working and/or volunteering in the field of community organizing, mobilization, equity, inclusion and/or diversity as demonstrated by professional, volunteer, or community-based leadership experience.
- Solid knowledge and understanding of principles of anti-racism and decolonization.
- Experience conducting qualitative and quantitative research to support effective reporting, recommendations, policy development, or action planning is considered an asset.

#### **Technical / Job Specific Knowledge and Abilities**

- Strong organizational, written, and verbal communications skills.



- Able to read and apply research outcomes.
- Knowledge of culturally appropriate ways of developing constructive working relationships with people from diverse cultural backgrounds, including those associated with race, ethnicity, national origin, religion, socioeconomic status, age, gender, disability, sexual orientation, and/or other aspects of human diversity.
- Ability to work within a fast-paced environment with all levels of management and staff.
- Demonstrated ability to work independently and with a team to deliver results.
- Experience with program design, implementation, and evaluation.

**Work Status:** Permanent full-time. Non-union level.

**Hours of Work:** Monday-Friday, 8:30am-4:30pm, 35 hours per week, with some evening and weekend work required.

**Work Location:** Kentville Town Hall

**Salary:** Compensation is \$53,796- \$65,390 depending on experience and qualifications.

**To Apply:** Please send your cover letter and resume as one document to [recreation@kentville.ca](mailto:recreation@kentville.ca)

**Deadline:** September 13<sup>th</sup>, 2023, 4:00pm EST

For more information about this opportunity, please call 902-679-2541