



Active Living Coordinator
FULL-TIME NON-UNION SALARY CLASSIFICATION: 8
Approved: April 23, 2026

General Position Functions

The Active Living Coordinator shall be responsible for overseeing the writing and implementation of a required Province of Nova Scotia 5-year active living strategy, building partnerships, developing and offering active living programs, coordinates Kentville's play initiatives and neighbourhood play boxes, prepares and submits grant applications, oversees trail development and upgrades, provides year-round programs and after school programs, assists with the development of policies and processes, participates in various recreation associations, and prepares reports when requested.

This job description is a general outline of duties and responsibilities and is not meant to limit the employee's initiative to expand or increase their work output subject to approval by their supervisor.

Accountability

This position reports directly to the Manager of Recreation.

Specific Job Responsibilities

1. Manages and oversees the research, writing, implementation and eventual re-development of Kentville's Active Living Strategy, ensuring the strategy is grounded in solid public input, meets provincial standards, advances the wishes of the community reflecting the strengths of Kentville, and supports the development of a healthier community and increase personal well-being, informed by public consultations, provincial telephone surveys, with the final plan being forwarded to the Province of Nova Scotia for approval.
2. Builds partnerships and works collaboratives with various Town departments as well as external non-profit agencies and organizations such as educational institutions, health care facilities and staff, focused on increasing the involvement and participation of marginalized residents while addressing accessibility needs.
3. Develops and delivers seasonal and year-round active living programs, collaborates with Manager of Recreation on special events, to increase opportunities for healthy inclusion of residents, and community connections, so all residents can be more physically active and connected to their community.
4. Supports the hiring, training, and ongoing staff management for summer students and after school program leaders, supporting program director with logistical and administration of nature kids after school program.
5. Coordinates Kentville's play initiative, including coordination of an equipment loan program, placement and stocking of community play boxes, and coordinates the National Day of Play in partnership with Acadia University.
6. Supports the roll-out of Kentville's Active Transportation Plan, along with its implementation, future updates, and renewal, seeking inter-departmental support and involvement.
7. Facilitates the submission of grant applications for various Parks and Recreation Department programs and services, including writing proposals, creating budgets, submitting applications, and reporting on successes at the conclusion.
8. Oversees the development, management, and organization of Kentville's trail developments, working with contractors to build new, or fix and maintain existing facilities.

9. Works with Acadia University's Department of Community Development to support work experiences for students to expand knowledge and capacity of students while gaining valuable support for Kentville's recreation programs and services.
10. Leads the effort to increase year-round outdoor recreation educational programs in Kentville, building out an adventure hub with bicycle, skis, snowshoes, etc., loan programs, including afterschool programs with nature kids, SHIFT partnership, biking initiatives, and June is Recreation Month, and for persons with neurodivergent and intellectual disabilities.
11. Assists with the development of Parks and Recreation Department policies and processes with a goal of increased participation throughout Kentville to ensure equitable opportunities exist in different neighbourhoods, through the use of community partnerships, community outreach, and inter-departmental collaboration.
12. Participates as an active member of various committees including Valley Recreation Coordinators and Directors Association, Physical Activity Practitioners Exchange, Valley Active Community Committee, and attend annual Recreation Nova Scotia conference to stay abreast of issues, trends, and other matters that support the growth and development of recreation in Kentville.
13. Responds to telephone calls, emails, letters, faxes, and other communications from the public in a timely manner requesting information about recreation programs, services, and events, including dates, times, fees, policies, and other operational and administrative matters.
14. Prepares reports and presentations for the Manager of Recreation on various Parks and Recreation Department topics and issues during the year as requested.
15. Participates as a member of the Parks and Recreation staff team, attending meetings to provide service department updates and feedback on inter-departmental issues, coordinates projects and initiatives and provides support to internal Town operational and administrative functions.
16. Other duties and responsibilities as may be assigned from time to time by the Manager of Recreation.

Qualifications and Expectations

Candidates for this position must possess as a minimum, a diploma or undergraduate degree in recreation management, community development, outdoor recreation, environmental studies, or a similar educational program, from a recognized post secondary institution.

Ideally, the candidate must have a minimum of three to five (3-5) years experience working in a municipal or provincial recreation setting where the focus has been on strong community development and recreation service delivery. Preference will be given to those whose experience has directly or indirectly worked with a municipal government organization, or a combination of formal experience and lived experiences.

Due to the nature of this position, the employee must have exceptional community knowledge and people skills, be able to understand, interpret and explain complex recreation and community development theories with an inclusion, diversity, equity, and accessibility focus, have an understanding of health promotion, as well as the ability to discuss and publicly present information to people of all education and interest levels, be adept at dealing with people and be able to discuss recreation services in simple terms tactfully and respectfully, be fluent with Microsoft Office, and comfortable working in a fast-paced work environment. This position will occasionally require work outside of normal office hours including evenings and weekends.

Job Ad: Active Living Coordinator

Full Time, Permanent

The Town of Kentville is recruiting to fill the position of Active Living Coordinator to join our fast-paced and growing municipal government. This position is partially funded through the Province of Nova Scotia's Municipal Physical Activity Leadership program. This partnership ensures that the municipality has a staff member dedicated to developing and overseeing the implementation of a community-wide physical activity strategy.

The Active Living Coordinator shall be responsible for:

- Overseeing the writing and implementation of a required Province of Nova Scotia 5-Year Active Living Strategy
- Building partnerships
- Developing and offering active living programs
- Coordinating Kentville's play initiatives and neighborhood play boxes
- Preparing and submitting grant applications
- Overseeing trail development and upgrades
- Providing year-round programs along with the Nature Kids program (BAP)
- Assisting with the development of policies and processes
- Participating in various recreation associations
- Preparing reports when requested

Kentville offers a comprehensive benefits package including competitive compensation, pension plan, health and benefit plan, and regular training opportunities. The salary range for this position is \$60,079 to \$73,026.

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Our goal is to be a diverse workforce that is representative, at all job levels, of the citizens we serve. We welcome applications from Indigenous, African Nova Scotian and other racially visible people, persons with disabilities, and members of the 2SLGBTQIA+ community. If you are a member of one of the equity groups, you are encouraged to self-identify, on either your covering letter or resume. Contingent on meeting the minimum education or equivalent experience, your application will be a high priority during the screening process.

We thank you for your interest and please note that only candidates selected to move forward through the interview process will be contacted. Please send your cover letter and resume to recreation@kentville.ca or mail to Town of Kentville, 354 Main Street Kentville, Nova Scotia, B4N 1K6, "Active Living Coordinator". This competition will remain open until the position is filled.