

JOB DESCRIPTION

Position Title:	Physical Activity Coordinator
Salary Band:	Coordinators & Contributors Salary Band
Department:	Recreation
Reports to:	Director of Recreation
Status:	Permanent Fulltime
Location:	Recreation Centre, 27 Park Lane, Sherose Island, NS
Hours:	Normally 8:30 a.m. to 4:30 p.m. (35 hours/ week) with other hours for meetings/activities outside of normal office hours, subject to change.
Date:	December 2019

SCOPE

The Physical Activity Coordinator is responsible for the coordination and implementation of the Physical Activity Strategy and for the overall promotion, operation, and development of physical activity programs and services of the Recreation Department. The Coordinator shall advance the Strategy's goals, with emphasis on the communities of Municipality of Barrington and the Town of Clark's Harbour and the infrastructure and opportunities there, by providing leadership and support to community and non-profit groups. The Coordinator shall be responsible for the planning and implementation of various direct municipal physical activity programs and services throughout the Municipality as well as an analysis of the municipal Strategy including social marketing, facilities, and related partners in the implementation of our Strategy. Whenever opportunities arise, the Coordinator shall work collaboratively with other employees of the Municipality of Barrington.

QUALIFICATIONS

- Post-secondary education in recreation or a related field (health promotion, physical education, etc.).
- A minimum of 2 years related experience in recreation, health promotion or a municipal recreation department.
- Superior communication skills.
- Good organizational, multi-tasking, and time-management skills.
- Ability to work unsupervised, independently and as part of a team.

- Ability to work evenings and travel for meetings/activities.
- Knowledge of computer operations and software. (Excel, Word, PowerPoint, etc.)
- Knowledge of Nova Scotia's action plan for increasing physical activity: Let's Get Moving Nova Scotia.
- Knowledge of community development, planning and understanding the benefits of an active physical lifestyle.

SUMMARY OF FUNCTIONS

Principle Duties and Responsibilities:

The Physical Activity Coordinator shall work alongside the Director of Recreation. The following is a general outline of the duties and responsibilities. The listing is not intended to be all inclusive or to limit initiative to expand his/her function beyond this scope nor is it intended to limit the Director of Recreation's right to assign other duties.

Programming:

1. Develop innovative and cost-effective programs and initiatives to increase the number and quality of physical activity opportunities for families and individuals.
2. Encourage the use of both indoor and outdoor environments to increase physical activity and movement.
3. Develop a toolkit for employers so they can encourage daily movement in workplaces for their teams.
4. Develop and circulate a municipal Active Living Guide.
5. Develop initiatives to increase physical activity among inactive adolescent girls in both the public and school system.
6. Increase opportunities for adolescent students to be active.

Strategic Planning and Policy:

1. Review the Municipality's Physical Activity Strategy and update any aspects that are required.
2. Review existing active transportation opportunities and develop an Active Transportation Plan.
3. Develop policies and help communities enhance spaces that make it easier for citizens to incorporate less structured movement into their daily routine (such as walking, standing, play).
4. Support community planning to emphasize key place settings like schools, workplaces, and health care for increasing physical activity.

5. Track uptake in physical activity programs, grants, and community level initiatives to gauge impact of the Municipality's Physical Activity Strategy and the Let's Get Moving action plan.
6. Monitor physical activity rates.

Marketing and Promotion:

1. Market and promote the Municipality's physical activity initiatives, services and programs on a regular basis.
2. Strengthen Connect.ca as the main hub of physical activity information and opportunities for Nova Scotians.
3. Develop and implement an engagement, education, and public awareness campaign that encourages people to include small sessions of movement into their daily routines.

Other:

1. Lead the municipal Workplace Wellness Committee by planning activities in conjunction with the wellness committee and implementing wellness programs, such as health and safety workshops, lunch and learns and staff events.
2. Engage facility stakeholders so the Municipality can make it easier for users to access its buildings and facilities. This could include improving physical accessibility, ensuring environments are welcoming, and performing facility audits.
3. Help communities develop physical activity social support networks (such as community-wide networks of walking groups, and social media-supported cycling groups).
4. Help communities meet the needs of aging Nova Scotians in ways that encourage walking and other preferred activities.
5. Help community representatives learn about promising practices and share success stories, resources, and the benefits of active communities.
6. Help sport and recreation organizations, leaders, and facilities include more opportunities for movement in their facility design and programming.
7. Prepare annual and monthly reports to present to the Committee of the Whole and/or Municipal Council.
8. Carry out any and all duties and responsibilities that the Director of Recreation shall see fit to direct or that shall arise from time to time.