



Active Living Coordinator - Adults and Older Adults (26-ST01-2)

CBRM Active Living Coordinators will be responsible in part for the planning, implementation, and evaluation of CBRM Recreation programming, including but not limited to outdoor recreation, sport, and other children and youth active living programs. Successful candidates must demonstrate program leadership skills, knowledge and understanding of program development, and facilitation in a recreation setting. Staff will be required to plan and deliver programs for a diverse demographic of participants. A class 5 driver's license and full access to a vehicle are considered an asset.

May 11 – August 21, 37.5 hours per week, \$17 per hour, based in Sydney with travel throughout CBRM required.

In this role, the Active Living Coordinator will:

- Plan, implement, facilitate, and evaluate recreation programs for adults and older adults
- Support recreation programs for children and youth as needed
- Assist with promotional efforts and encourage community participation.
- Evaluate program effectiveness and suggest improvements based on feedback and observations.
- Perform administrative tasks, such as tracking attendance, reporting on program outcomes, and assisting with budgeting.
- Assist with creating marketing materials and program promotion
- Complete program set-up and clean-up
- Address any issues or concerns that arise during program delivery.
- Maintain a positive, supportive atmosphere for participants and staff alike.
- Complete other duties as assigned by Team Leader and/or supervisor.

Required Qualifications:

- Ability to work full time in Canada
- Excellent communication skills in English
- Experience working in recreation, sports, or events settings
- Working knowledge of harm reduction, anti-racism and inclusion, and accessibility
- Class 5 drivers license and willingness to drive within CBRM
- Be willing and able to work flexible hours including days, evenings, weekends, and holidays as required
- Possess strong leadership, interpersonal, and organizational skills
- Able to work both independently and part of a team

Preferred Qualifications:

- First Aid and CPR certification would be an asset
- Working knowledge of recreation programs & events
- General geographical knowledge of the CBRM
- Additional related skills and/or certifications
- Knowledge, training, and certification in High Five, Fundamental Movement Skills, Stand Up Paddle, Kayak, OCC Field-leader training, NLS National Lifeguard, Community Gardens, Cycling, Gender Equity and Emergency First Aid are considered an asset.

Working Conditions:

- Mix of office, indoor and outdoor settings
- Working outdoors in various weather conditions (rain, wind, heat)
- Lifting up to 35 lbs
- Days, evenings, weekends, holidays as necessary