



**MUNICIPALITY OF THE DISTRICT OF WEST HANTS  
JOB DESCRIPTION  
ACTIVE COMMUNITIES PROGRAMMER**

**Position Title:** Active Communities Programmer

**Reports To:** Director of Parks and Recreation

**Subordinate Staff:** Yes

**Salary Range:** Level 4, \$44,399.42 to \$52,857.66 (April 1, 2017)

**Classification:** Full-time, 35 hours per week

**Revision Date:** March 2017

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**Position Summary:** The Active Communities Programmer is responsible for overseeing the implementation of the Municipality of West Hants Active Living Strategy, the Active Transportation Plan, and the Trails Plan. This position is responsible for the development of active transportation infrastructure, outdoor education and development/ implementation of plans which will support active living in the community. In addition, the Active Communities Programmer will coordinate and implement a variety of effective recreation programs and opportunities which promote healthy lifestyle choices with a focus on the health and wellness of individuals, family members and the community.

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## **JOB DUTIES AND RESPONSIBILITIES<sup>1</sup>**

### **General Tasks**

- Provide leadership in the development of physical activity initiatives as per the Active Living Strategy research, trends, statistics, and best practices with respect to active living.
- Champion an Active Living Strategy, the Active Transportation Plan, the Trails Plan and the Parks and Open Space Plan to complement the existing municipal delivery system.
- Oversee and manage the Active Living Strategy, Active Transportation Plan, and the Trails Plan.
- Develop and plan programs and events (i.e. seasonal programs).
- Hire, train and supervise program instructors.
- Empower staff, volunteers, and communities to support and adopt active living strategies, programs, and policies.
- Develop and identify sustainable funding streams for active living opportunities.
- Attend seminars, conferences, courses, and meetings which relate to recreation, to stay current and broaden knowledge in the field of recreation (subject to budget appropriations).

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<sup>1</sup> Job descriptions are intended to provide an outline of the general areas of responsibility and duties associated with a given position. Job descriptions are not intended to capture the full breadth of tasks and/or assignments an employee may be directed to complete at any given time. The Municipality of West Hants reserves the sole and unfettered right to make changes to this job description, as required by the organization, without impact upon the employment relationship.

### **Collaboration and Partnership**

- Build capacity by relationship building, leveraging funding, and growing volunteer commitment for active living initiatives.
- Link with Planning Department staff on community planning initiatives and development agreements to achieve active communities.
- Coordinate collaborative efforts across the Valley and South Shore Regions and the Department of Communities, Culture, and Heritage, and other service providers.

### **Partnerships & Community Outreach**

- Promote and encourage local recreation groups.
- Establish and maintain cooperative planning and working relationships with local community agencies, government, non-profit, and private industry, as well as with provincial, regional, and national agencies concerned with active living and recreation.
- Maintain good public relations in dealing with community members.
- Publicize programs and initiatives through various media outlets (press, social media and radio) in keeping with the Municipalities communication strategy and guidelines.

### **Reporting**

- Prepare monthly reports of recreation activities and initiatives for submission to the Director of Parks and Recreation.
- Prepare reports to the Director of Parks and Recreation regarding existing and future active transportation infrastructure and programs, taking into consideration community needs in the short and long term.

### **Financials**

- Assist the Director of Parks and Recreation by providing necessary information for the budget process.
- Create program/project specific budgets for inclusion in the overall Parks and Recreation Department budget.
- Complete purchase and budget expenditures as approved by the Director of Parks and Recreation.

## **JOB CHARACTERISTICS**

Scheduling for the position of Active Communities Programmer is flexible to enable the programmer to attend all required meetings, programs, community events, and initiatives, as required, outside of regular business hours.

### **Work Environment**

The Active Communities Programmer works primarily in an office environment. The Programmer is required to travel within the Municipality of the District of West Hants and the Region for meetings and related events.

## **JOB REQUIREMENTS (KNOWLEDGE, SKILLS, EDUCATION, AND TRAINING)**

### **Education & Experience**

- Undergraduate university degree specializing in Recreation or a related field.
- Relevant training and/or past work experience in lieu of a degree.
- Supervisory experience is an asset.

### **Knowledge, Skills, & Abilities**

- Proficient with computers and related computer software (e.g. Microsoft Office Suite, Adobe Systems, etc.).
- Knowledge of budgeting and financial management is an asset.
- Knowledge and skill in project management is an asset.
- Basic knowledge and understanding of trail building considered an asset.
- Able to manage competing demands and meet deadlines.
- Able to work independently on projects, reporting to the Director of Parks and Recreation.
- Strong diplomatic, interpersonal, and communication skills.
- Able to interact professionally with the staff, Council, and the community.
- Excellent presentation skills, comfortable speaking to large groups and in front of others.
- Able to maintain a flexible schedule, including some evening and weekend hours.
- Experience in recreation program implementation and coordination is preferred. Familiarity with Municipal Recreation and related policies is an asset.
- Knowledge of municipal governance is an asset.

### **Other**

- Valid Nova Scotia's Driver's License.
- Current First Aid and CPR.
- Police Record and Child Abuse Registry Check.