

## Job Description

## Physical Activity Coordinator

### POSITION SYNOPSIS AND PURPOSE

(A position overview and how it aligns with corporate strategies)



The Physical Activity Coordinator, a Municipal Physical Activity Leader (MPAL) position, is crucial in fostering a healthier, more active community by developing and implementing a comprehensive Physical Activity Strategy (PAS). This role increases unstructured physical activity levels through conventional, creative, and unique approaches, enhancing access to daily simple movement, facilities, active transportation routes, and recreational spaces. This role is focused on unstructured physical activity among low-active and equity deserving populations, with particular attention to increasing physical activity and decreasing sedentary behaviour across the municipality.

The Physical Activity Coordinator works in partnership with the Nova Scotia Department of Communities, Culture, Tourism and Heritage (CCTH) and collaborates with municipal departments, First Nation focused organizations, community organizations, and other stakeholders. By evaluating the effectiveness of various strategies and tools, the MPAL ensures that initiatives lead to meaningful and lasting changes in physical activity levels, contributing to the overall health, social, and economic wellbeing of the community.

### MAJOR RESPONSIBILITIES

(Position activities and allocation of time spent doing each activity)



Description	Approximate Time Spent (%)
<p><b>Physical Activity Strategy (PAS)</b></p> <ul style="list-style-type: none"> <li>• Develop and/or update, implement, monitor and evaluate a comprehensive municipal Physical Activity Strategy (PAS).</li> <li>• Ensure alignment of the PAS with the MPAL Agreement; particularly ensuring the strategy effectively addresses low-active and equity deserving populations.</li> <li>• Place an emphasis on increasing opportunities for walking and rolling initiatives across the municipality.</li> </ul>	<p>60%</p>

Description	Approximate Time Spent (%)
<ul style="list-style-type: none"> <li>• Work inter-departmentally and with leadership to advise municipal staff, Council, and other decision makers on policy development and implementation as it relates to physical activity and wellness.</li> <li>• Ensure the PAS takes a balanced view on built environment investments, social supports for physical activity, and policy supports to sustain change.</li> </ul>	
<p><b>Research, Grants and Reporting</b></p> <ul style="list-style-type: none"> <li>• Research new physically active and behavior change trends, statistics, and best practices and apply this learning to the work.</li> <li>• Pursue grants that support unstructured physical activity in line with the PAS. Administer required paperwork and reporting.</li> <li>• Create supporting budgets as required.</li> </ul>	10%
<p><b>Training, Networking &amp; Professional Development</b></p> <ul style="list-style-type: none"> <li>• Develop knowledge and skills through professional development opportunities and apply new skills in daily work.</li> <li>• Participate in provincially sponsored physical activity training and networking events.</li> <li>• Create and maintain networks and partnerships with community, regional, provincial, and national agencies concerned with active living and physical activity.</li> <li>• Identify, coordinate, and evaluate community training, capacity building, and knowledge sharing opportunities.</li> </ul>	10%
<p><b>Physical Activity and Wellness</b></p> <ul style="list-style-type: none"> <li>• Identify and initiate forward thinking physical activity initiatives that serve the diverse needs and communities of residents.</li> <li>• Champion physical activity within the municipality and contribute to regional physical activity initiatives.</li> <li>• Work with municipal staff, community organizations, provincial departments including Nova Scotia Health, and other partners to explore the development or enhancement of physical activity opportunities and supports.</li> <li>• Support the development and explore the implementation of active transportation initiatives, investments, and strategy.</li> </ul>	20%

Description	Approximate Time Spent (%)
<ul style="list-style-type: none"> <li>• Implement and evaluate the municipal equipment loan program as it relates to physical activity and needs across the municipality.</li> <li>• Assist with promotions, through various media, of physical activity initiatives, services, and amenities.</li> <li>• Develop, analyze gaps, propose for enhancement and maintain an inventory of existing Physical Activity (PA) assets, both built and natural.</li> </ul>	

**\*Note:** All activities are expected to be performed in a safe manner, in accordance with the *Occupational Health and Safety Act* and its Regulations, along with Corporate Safety policies, procedures and programs. In addition, all necessary personal protective equipment must be used and maintained in good condition.

## MINIMUM QUALIFICATIONS

(Must Have)



### Education (degree/diploma/certifications):

- Degree in Recreation, Health Promotion, or Community Studies or equivalent with education and work experience.
- Hold and maintain up to date First Aid, CPR, WHMIS certifications.
- Provide satisfactory Vulnerable Sector and Child Abuse Register checks every 3 years during term of employment.

### Experience:

- Preferred three years related experience.

### Knowledge/Skill/Ability:

- Knowledge and/or training in influencing physical activity at the population level and barriers to physical activity.
- Understanding of the physical activity and recreation delivery systems.
- General knowledge of municipal government operations.
- Ability to understand data and synthesize information.
- Capacity for critical-thinking and results based planning.
- Ability to multi-task.
- Ability to work independently.
- Proficient use of Windows-based computer systems and computer applications.
- Effective written, oral, and graphic communications skills, including public speaking.
- Project management.

- Planning and evaluation.
- Policy development.
- Partnership building and ability to work collaboratively.
- Leadership and facilitation skills.
- Valid driver’s license and daily access to a vehicle.

## WORK CONDITIONS



### Contacts and Nature of Interactions

Frequency Legend			
<b>Constant</b> – every day for most of the day		<b>Occasional</b> – bi-weekly to monthly	
<b>Frequent</b> – daily		<b>Rare</b> – once in a while	
<b>Regular</b> – weekly			
Contact (Title)	Internal / External	Frequency	Nature of Interaction
Director (department)	Internal	Frequent	Update, consult, collaborate, receive direction, share and receive information
Senior leaders	Internal	Regularly	Collaborate, provide information, share and receive information
Councillors	Internal	Rare	Provide and receive information
Local leaders	External	Regular	Collaborate, provide information, share and receive information
Business and community representatives	External	Regular	Collaborate, provide information, share and receive information
Stakeholders	External	Regular	Collaborate, provide information, share and receive information

Interactions with contacts are generally courteous and collaborative, although occasional exposure to rudeness or conflict may occur.

## Work Demands

### This position spends approximately:

- [80]% of the time indoors
- [10]% of the time outdoors
- [10]% of the time driving a vehicle during work

### Physical effort:

- Sitting for long periods of time
- Long periods of continuous computer usage

### Mental effort:

- Complex problem solving
- Multitasking and managing competing priorities
- Completing research
- Writing reports and grants

### Hours of work:

- Regular office hours with the ability to work some evenings, weekends and holidays depending on needs.

### Work Location:

- On-site (100% of work performed on-site)
- Hybrid (Combination of on-site and remote work)
- Mostly Remote (Most time spent working remotely with limited time spent in the office)

Note: Mostly remote positions are required to attend regularly scheduled team meetings, training, and collaboration opportunities on-site. Appropriate notice will be provided.



**Independent Decision Making:**

- Moderate independent decision making.

**Financials and Budget:**

- Provides input.
- Oversees budgets as relates to Physical Activity Strategy and approved grant implementation.

**Confidential Information:**

- Access to confidential information as it relates to grant applications and program waivers.

**Creativity and Ingenuity:**

- High degree required.

**Leadership, Supervision and Functional Advice**

**Employees this role manages or supervises:**

- Not applicable.

**Functional advice this role may provide and to whom it is provided:**

- Municipal staff, Council, partners and other stakeholders.

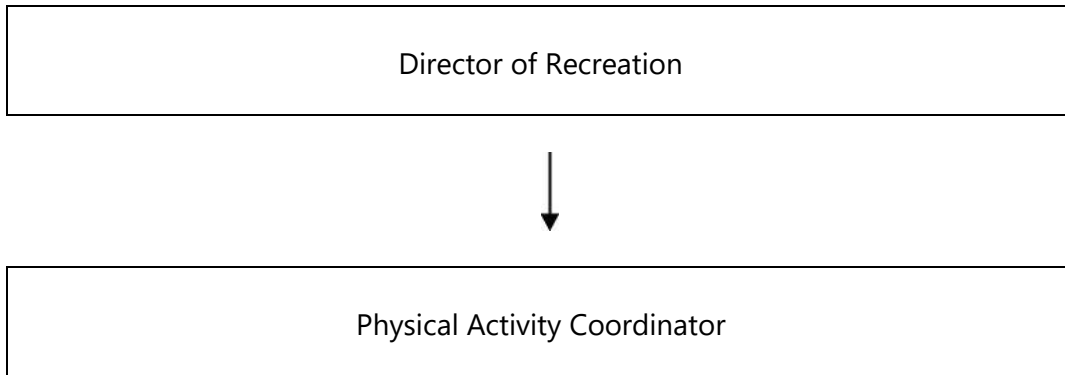
**POSITION CLASSIFICATION**  
(Where this position fits)



<p><b>Position Title:</b> Physical Activity Coordinator</p>	<p><b>Division:</b></p>
<p><b>Department:</b> Recreation</p>	<p><b>Classification:</b></p>
<p><b>Positions Supervised Directly:</b> Not applicable.</p>	<p><b>Reports to (Direct):</b> Director of Recreation</p>
<p><b>Salary Grade:</b> 2</p>	<p><b>Positions Supervised Indirectly:</b></p>
<p><b>Hours per week:</b> Regular office hours with the ability to work some evenings, weekends and holidays depending on needs.</p>	<p><b>Work Location:</b> Queens Place Emera Centre</p>
<p><b>Effective Date:</b></p>	<p><b>Revision Date:</b> September 8, 2024</p>

**Organizational Chart**

The reporting relationship of this position to others within the immediate department.



**APPROVAL**

**Director Approval:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**CAO Approval:** \_\_\_\_\_ **Date:** \_\_\_\_\_