

## 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 encourages increases in unstructured physical activity levels in community through conventional, creative, and unique approaches, enhancing residents' access to daily simple movement, facilities, active transportation routes, and recreational spaces. This role is focused on increasing unstructured physical activity among low-active and equity deserving populations, with particular attention to built environment initiatives, social supports and policy integration.

The Physical Activity Coordinator works in partnership with the Nova Scotia Department of Communities, Culture, Tourism and Heritage (CCTH) and collaborates with municipal departments, Indigenous organizations, community organizations and other collaborators. By evaluating the effectiveness of various strategies and interventions, 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 improved physical activity and wellbeing among residents</li> <li>• Ensure the PAS takes a balanced view on built environment opportunities and 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 and apply new trends, statistics and best practices to the work</li> <li>• Pursue, apply for, and report on grants that support unstructured physical activity aligned 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 connected to 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 Wellbeing</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 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> <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 of physical activity initiatives, services and amenities through various media avenues</li> <li>• Develop, enhance and maintain an inventory of existing Physical Activity (PA) assets, both built and natural</li> <li>• Other duties as required</li> </ul>	20%

**\*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



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

- Bachelor degree in Recreation, Health Promotion, or Community Studies or equivalent related work experience
- Maintain current Emergency First Aid Level A, CPR C, WHMIS certifications
- Provide satisfactory Vulnerable Sector and Child Abuse Register checks at the outset of employment and every 3 years thereafter during the term of employment

### **Experience:**

- Preferred three years' related experience.

### **Knowledge/Skill/Ability:**

- Knowledge and training in influencing physical activity at the population level and barriers to physical activity
- Understanding of physical activity and recreation delivery systems
- Functional knowledge of municipal government operations
- Ability to understand data and synthesize information
- Capacity for critical thinking and results-based planning
- Ability to multitask
- Capable of working independently and as part of a team
- Proficient use of Windows-based computer software and computer applications
- Effective written, oral and graphic communications skills, including public speaking
- Project management skills including project planning and evaluation
- Policy development
- Partnership building and ability to work collaboratively
- Facilitation skills
- Experience leading multi-partner initiatives or complex projects
- Valid driver's license and daily access to a vehicle



### 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 Physical Activity Strategy budget and corresponding grants

**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 collaborators

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



<b>Position Title:</b> Physical Activity Coordinator	<b>Division:</b>
<b>Department:</b> Recreation	<b>Classification:</b>
<b>Positions Supervised Directly:</b> Not applicable	<b>Reports to (Direct):</b> Director of Recreation
<b>Salary Grade:</b> Grade 2	<b>Positions Supervised Indirectly:</b>
<b>Hours per week:</b> Regular office hours with the ability to work some evenings, weekends and holidays depending on needs	<b>Work Location:</b> Queens Place Emera Centre
<b>Effective Date:</b> July 25, 2024	<b>Revision Date:</b> February 25, 2026

**Organizational Chart**

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

