

## Municipality of the County of Antigonish

### COMMUNITY SPORT AND RECREATION ALIGNMENT COORDINATOR

A position funded by the Government of Canada's Youth Employment Skills Strategy and supported by the Canadian Parks and Recreation Association

#### **Employment Commitment:**

- End of June – End of October (35/hours a week June- August 15/hours week September-October)
- Dates are approximate and subject to change.

**Reports to:** Amy Leigh George - Recreation Programmer, Municipality of the County of Antigonish & Gina MacInnis, Highland Regional Sport Consultant, Sport Nova Scotia

#### **Basic Requirements:**

- Must be at least sixteen (16) years old and have access to daily transportation.
- An interest in pursuing a career in the Recreation/Sport sector.
- Must be able to supply clean Child Abuse Registry, Vulnerable Sector, and Criminal Record Checks
- All employees are expected to be present at work for all scheduled shifts/days as outlined in their job description.
- Full participation in all required training, teambuilding events, staff meetings, special events, etc.
- To satisfy funding requirements, additional criteria may need to be met for some positions.



#### **Certification Requirements:**

- Standard First Aid and CPR Level C or Equivalent
- WHMIS (Workplace Hazardous Materials Information Systems)
- Prior completion of these certifications is an asset, but opportunities to achieve any missing certifications will be organized by the County for all successful applicants, completion mandatory to gain employment.

## Position Summary

<i>Core Competency</i>	<i>Position-Specific Task Descriptions</i>
Leadership	<ul style="list-style-type: none"> <li>• Assist in the development of a “first-of-its-kind” multi-organizational online registration portal and “one-stop” community sport/rec information website.</li> <li>• Assist with data entry services to support a massive data collection/evaluation project.</li> <li>• Assist countywide summer programs, in consultation with the Recreation Programmer and/or Highland Regional Sport Consultant</li> <li>• To adhere to policies outlined in the recreation departments Program/Seasonal Staff Handbook.</li> <li>• Various other duties as assigned by the Recreation Programmer, and/or the Highland Regional Sport Consultant</li> </ul> <p>Various other duties as assigned by Amy Leigh George - Recreation Programmer, Gina McInnis – Sport Nova Scotia</p>
Safety & Risk Management	<ul style="list-style-type: none"> <li>• Ensuring safety and risk management processes and policies are followed and applied.</li> </ul>
Program Management	<ul style="list-style-type: none"> <li>• Successful and professional planning, implementation, &amp; oversight of sport opportunities within existing Summer Camp programs</li> <li>• Supporting a multi-organizational equipment access program for the town and county.</li> <li>• Adhere to all policies/procedures for implementation &amp; complete any program related tasks as requested by the Recreation Programmer, and/or the Highland Regional Sport Consultant Organizing materials, cleaning up after activities, and general logistics</li> </ul>
Judgement	<ul style="list-style-type: none"> <li>• Show the capacity to assess situations and act appropriately.</li> <li>• Make sound decisions based on the best interests of all parties involved</li> </ul>
Teambuilding	<ul style="list-style-type: none"> <li>• Full and active participation in all program activities, training sessions, and staff meetings as required</li> </ul>
Communications & Customer Service	<ul style="list-style-type: none"> <li>• Assist with promotional and creative writing/photography/design/editing with the goal of knowledge transfer, community education, sport, rec, and physical activity promotion.</li> </ul>
Problem Solving	<ul style="list-style-type: none"> <li>• Effectively manage &amp; resolve day-to-day issues as they arise and reporting them to the Recreation Programmer and/or Highland Regional Sport Consultant.</li> </ul>

