

**JOB DESCRIPTION  
ACTIVE LIVING COORDINATOR**

**DEPARTMENT:** COMMUNITY DEVELOPMENT

**RESPONSIBLE TO:** MANAGER OF COMMUNITY DEVELOPMENT

**QUALIFICATIONS:**

**EDUCATION:** Degree or Diploma in Community Development, Recreation, Kinesiology, Health Education/Promotion, or combination of education, training and experience to demonstrate the capability to successfully perform duties required of the position.

**PERSONAL:** Well developed organization and human resource management skills. Demonstrated ability to meet deadlines with frequent interruptions under pressure; able to communicate effectively with peers, staff, partner agencies and the public.

**POSITION OVERVIEW:** Reporting to the Manager of Community Development, the Active Living Coordinator and will be responsible for further developing, implementing, and supporting physical activity, sport and recreation. Create strategies, policies and programs and initiatives that focus on social inclusion and access while increasing the community's engagement in healthy, active lifestyle choices, both indoors and outdoors, with the overall goal of achieving sustainable health benefits.

**KNOWLEDGE &  
SKILLS:**

Experience in coordinating initiatives, program planning, organizing and implementation; working with community groups and partners; excellent public relations and communication skills, both oral and written; strong multi-tasking and excellent computer skills; must be able to work independently and as part of a team.

**RESPONSIBILITIES & DUTIES**

1. Evaluate, update and implement the Town's Active Living Strategy through evidence-based research and engagement/collaboration with schools, community groups, private sector organizations, practitioners in the public health and wellness fields, Town departments and other levels of government.
2. Collaborate with agencies, community organizations, and departments to engage underserved populations and promote social inclusion through increased access to and participation in physical activity..

3. Oversee and promote the Town's equipment loan initiative.
4. Development, implement and evaluate, internal and external recreation programs focusing on physical activity needs of the community.
5. Create education tools to raise awareness about the benefits of active living and the available opportunities.
6. Identify and facilitate the implementation of opportunities to improve and or increase the social environment as it relates to increased physical activity.
7. Actively promote and provide municipal leadership on active transportation, facility development and policy revisions, accessibility issues and other initiatives around physical activity and play.
8. Assist in the development and revision of policies related to physical activity as needed.
9. Research and prepare grant proposals as required.
10. Represent the Town on relevant committees as required.
11. Attend Physical Activity Practitioners Exchange, Valley Active Living Communities Committee and other physical activity training opportunities (e.g. Provincial Physical Activity Practitioners course.)