MUNICIPALITY OF THE COUNTY OF ANTIGONISH
EMPLOYMENT OPPORTUNITIES

Now accepting applications for:

COMMUNITY SPORT AND RECREATION ALIGNMENT COORDINATOR

Applications and job descriptions can be found online at
recreation.antigonishcounty.ns.ca
or picked up at
Antigonish County Recreation, 285 Beech Hill Road

Deadline for applications is 3:00pm June 29th

Applicants are invited to submit a covering letter and resume to Amy Leigh George to 285 Beech Hill Rd., Beech Hill. NS, B2G 0B4 or amyleigh.george@antigonishcounty.ns.ca

This project is funded by the Government of Canada's Youth Employment Skills Strategy

Government of Canada / Gouvernement du Canada
Canada

CPRA ACPL

RECREATION NOVA SCOTIA

sport nova scotia

SPORT HUB ANTIGONISH

MUNICIPALITY OF THE COUNTY OF ANTIGONISH

THE TOWN OF ANTIGONISH

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

Applicants are invited to submit a covering letter and resume to Amy Leigh George to 285 Beech Hill Rd., Beech Hill. NS, B2G 0B4 or amyleigh.george@antigonishcounty.ns.ca

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

Core Competency	*Position-Specific Task Descriptions*
Leadership	• Assist in the development of a "first-of-its-kind" multi-organizational online registration portal and "one-stop" community sport/rec information website. • Assist with data entry services to support a massive data collection/evaluation project. • Assist countywide summer programs, in consultation with the Recreation Programmer and/or Highland Regional Sport Consultant • To adhere to policies outlined in the recreation departments Program/Seasonal Staff Handbook. • Various other duties as assigned by the Recreation Programmer, and/or the Highland Regional Sport Consultant Various other duties as assigned by Amy Leigh George - Recreation Programmer, Gina McInnis – Sport Nova Scotia
Safety & Risk Management	• Ensuring safety and risk management processes and policies are followed and applied.
Program Management	• Successful and professional planning, implementation, & oversight of sport opportunities within existing Summer Camp programs • Supporting a multi-organizational equipment access program for the town and county. • Adhere to all policies/procedures for implementation & 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
Judgement	• Show the capacity to assess situations and act appropriately. • Make sound decisions based on the best interests of all parties involved
Teambuilding	• Full and active participation in all program activities, training sessions, and staff meetings as required
Communications & Customer Service	• Assist with promotional and creative writing/photography/design/editing with the goal of knowledge transfer, community education, sprot, rec, and physical activity promotion.
Problem Solving	• Effectively manage & resolve day-to-day issues as they arise and reporting them to the Recreation Programmer and/or Highland Regional Sport Consultant.

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