

## Trails, Parks, Activity Coordinator

Yarmouth Recreation provides recreation programming and services for the residents of both the Town of Yarmouth and the Municipality of Yarmouth. Yarmouth Recreation is given direction and recommendations from the Recreation Committee. Yarmouth Recreation continuously strives to improve the quality and condition of our facilities, increase the availability of recreation and leisure programming for area residents, and ensure optimal customer service.

Yarmouth Recreation is searching for a dynamic, organized and energetic individual to assist in the coordination and supervision of summer day camp programs, special events and activities. Recreation is the experience that results from freely chosen participation in physical, social, intellectual, creative, and spiritual pursuits that enhance individual and community well-being.

### Job Description

Trails, Parks, and Activity Coordinator (TPAC) will work under the direct supervision of the Active Living Coordinator, the Summer TPAC will be responsible to oversee the successful implementation of the Department's physical activity wellness plan through the development of community programs and special events. The TPAC will through careful and creative planning and promotion develop activities and events within the community that promote a healthy lifestyle. The TPAC will provide equipment to community members, set up large events, and develop daily pop-up activities and instruction for the use of recreation equipment.

### Desired Experience and Education

- High School diploma or equivalency.
- Completed or enrolled in a post-secondary education.
- Previous experience working with children.
- First Aid CPR Level C is an asset.
- Cheerful, reliable and customer service oriented when working alone or within our team.
- Experience working with persons living with differing abilities is an asset.
- Must have a valid Nova Scotia driver's license and access to a vehicle.
- Must be able to lift 30lbs for equipment transfer and set up (adaptions will be accepted).
- Experience managing teams, coaching, work in small groups.
- Experience planning and organizing daily activities with youth, children and teens.
- Experience with program promotion, marketing and social media campaigns.

### Responsibilities and Duties

- Identifying and confirming all resources required for the program, including equipment, supplies, and facilities.
- Ensure that all activities are carried out in safe and proper manner.
- Purchase equipment and supplies as necessary.
- Evaluate each event, as required, through the departmental event evaluation process.
- Adhere to the event's budget.
- Attend staff meetings.
- Follow policies and procedures set forth by the recreation department.
- Ensure all waivers and forms are completed prior to the start of a program.
- Handle cash payments and maintain up to date records for the participants of each program.
- Responsible to work with the Active Living Coordinator to develop promotions for their program through social media posts, radio interviews, tv, newspapers, posters, brochures, school visitations, and other mixed media forms.
- Ensuring that all activities are carried out at the highest standard.
- Ensuring the safety of all activities and their participants.
- Ensure the first aid kit is ready and available at all times.
- Adhering to all safety guidelines and procedures.
- Reporting any problems, concerns, criticisms, and compliments to the Active Living Coordinator.

The Trails, Parks, and Activity Coordinator will be responsible to perform all duties as listed and other duties as requested by the Active Living Coordinator and/or Director of Yarmouth Recreation.

