



MUNICIPALITY OF THE DISTRICT OF CHESTER
EMPLOYMENT OPPORTUNITY

**COMMUNITY DEVELOPMENT COORDINATOR
(RECREATION & PARKS DEPARTMENT)**

The Municipality of the District of Chester is seeking a part-time Community Development Coordinator. Under the supervision of the Recreation & Parks Director, the Community Development Coordinator will support community based initiatives and events. The Coordinator will work closely with community organizations, will provide assistance to projects and will offer direct recreation programs as appropriate.

Qualifications: Recreation Degree or diploma or an acceptable combination of education and experience. The candidate should possess strong interpersonal, communication, planning and organizational skills.

It is recommended that interested persons obtain a copy of the detailed Job Description, which outlines required qualifications, from the undersigned or from the Municipality's website www.chester.ca.

Closing Date & Applications – Submit covering letter and resume no later than 4:00 p.m. on **Friday, October 27, 2017** to the undersigned:

1. By email at employment@chester.ca
2. By fax at 902-275-4771
3. By mail to:
Pamela Myra, Municipal Clerk (902-275-3554)
151 King Street
PO Box 369
Chester, NS B0J 1J0

Please Note:

Although we thank all applicants, only those selected for an interview will be contacted.



Municipality of the District of Chester

Position Description

Position Title:	Community Development Coordinator
Reports to:	Director of Recreation & Parks
Location:	District No 1 Community Centre, Blandford and New Ross Family Resource Centre. Subject to change
Hours:	Variable (25 Hours Per Week)
Status:	Permanent Part-Time
Salary Band:	Individual Contributor
Updated:	October 2017

SCOPE

Under the direction of the Director of Recreation & Parks for the Municipality of the District of Chester, the Community Development Coordinator promotes the vision of the Department, which is founded on the concept of community development. S/he is responsible for the organization, coordination and continuity of recreation services with a focus on supporting community based initiatives and events.

OBLIGATIONS AND RESPONSIBILITIES UNDER LEGISLATION

1. The Municipality of the District of Chester is committed to workplace safety and all employees are expected to actively participate in the Municipality's Occupational Health and Safety Policy and Program and Occupational Health and Safety Legislation as well as Regulations of the Province of Nova Scotia.
2. The Municipality of the District of Chester complies with the Employment Legislation of Nova Scotia and all employees are also expected to act in accordance to the appropriate Legislation as well.

QUALIFICATIONS

Education

1. Completion of Recreation Degree or diploma
2. Or an acceptable combination of education and experience.

Skills / Knowledge / Competencies

1. Strong interpersonal and communication skills including the ability to work effectively with a variety of people;
2. Strong planning and organizational skills;
3. Ability to work with limited supervision, high level of sound and independent judgement, reasoning and discretion;
4. Experience with e-mail, the use of the Internet and Microsoft Office Suite;
5. Familiarity with online registration software ActiveNet would be an asset;
6. Familiarity with the Municipality of Chester and local community organizations would be an asset.

GENERAL DUTIES & RESPONSIBILITIES

The Community Development Coordinator organizes the provision of diverse recreational, educational and leisure services to the community and supports community organizations and community based initiatives that have a positive impact on the community.

Following is an outline of duties and responsibilities of the Community Development Coordinator. The list is not intended to be all-inclusive or to limit the Recreation & Parks Director to assign other duties as may be required.

1. Provides assistance to community development projects and initiatives.
2. Acts as a liaison with appropriate government departments, agencies and community organizations.
3. Provides appropriate resources and support to community organizations and their volunteers.
4. Encourages networking among volunteers.
5. Assists community groups with volunteer recruitment.
6. Assists community groups with board development and access to funding.
7. Coordinate the community use of New Ross School once a formal agreement is completed.
8. Designs, implements and evaluates programs, activities, courses, special events.
9. Hires, trains and supervises program staff / instructors.
10. Administers activity and program registration and payment.

11. Maintains clear and accurate digital and paper records.
12. Assists with the promotion and advertising of activities and programs.
13. Prepares reports as required.
14. Required to exercise discretion when dealing with confidential information.
15. Prepares submissions to community newsletters, as required.
16. Participates in the programs and services of the Recreation & Parks Department, as required.
17. Travel within the municipality, as required.

CONTACTS

1. Director of Recreation & Parks
2. Municipal Council
3. Municipal Staff
4. Chester Municipal Recreation & Parks Committee
5. General Public
6. Local Organizations, Community Groups and Associations
7. Media

***This job description is subject to change.**