



POSITION TITLE:	Community Development Coordinator
REVISION DATE:	February 12, 2018
REPORTS TO:	Manager of Recreation and Aquatics
SUBORDINATE POSITIONS:	N/A
POSITION SUMMARY:	This position is responsible to lead the creation, coordination, delivery and evaluation of community capacity building initiatives. The incumbent fosters grass-roots community growth and development by strengthening community leadership, collaboration and innovation with community groups and citizens.

TASK NO.	DESCRIPTION
----------	-------------

Position Descriptions are intended to provide an outline of the general areas of responsibility and duties associated with a given position. Position descriptions are not intended to capture the full breadth of tasks and/or assignments an employee may be directed to complete at any given time. The MEH reserves the sole and unfettered right to make changes to this position description, as required by the organization, without impact upon the employment relationship.

JOB DUTIES & RESPONSIBILITIES

1 Community Development (35%)

- 1.1 **Community Development** - administer community development and community capacity building initiatives by determining service levels and service delivery that aligns with departmental and Council's strategic goals.
- 1.2 **Program Planning Support** - assist with the long term sustainability of groups in planning programs and events.
- 1.3 **Board Development and Feedback** - plan and administer programs and workshops to support board development and measure outcomes by implementing consistent evaluation and feedback.
- 1.4 **Initiative Collaboration** - collaborate with not-for-profit organizations on common initiatives.

- 1.5 **Community Monitoring** - monitor the vitality of community recreation, sport and tourism organizations.
- 1.6 **Strategize Program Opportunities** - implement strategies to assist these organizations in the delivery of community recreation, sports and tourism program opportunities.
- 1.7 **Program Tool Development** - develop appropriate tools for groups to utilize for program and project development.
- 1.8 **Communication Strategy Development** - develop strategies to improve communication between the municipality, stakeholders and residents.
- 1.9 **Research** - assess community needs, explore new opportunities, and research recreation, sport and tourism program trends.
- 1.10 **Recreation & Leisure Programming** - with the support of the Program Coordinator establish and administer recreation and leisure programs for the community especially in areas with identified gaps or needs.

2 Stakeholder Relations (25%)

- 2.1 **Relationship Development** - build and foster relationships with key stakeholders (recreation, tourism, sport and service groups).
- 2.2 **Act as Liaison** - provide ongoing liaison with not-for-profit community-based organizations to support and respond to their leadership.
- 2.3 **Networking** - network with other municipalities and provincial organizations to share information and investigate possible joint ventures.
- 2.4 **Stakeholder Communications** - provide professional, transparent and timely communications and information to stakeholders.

3 Volunteerism (20%)

- 3.1 **Volunteer Opportunities** - create awareness of volunteer opportunities, programs and events for East Hants residents.
- 3.2 **Resource Directory** - establish and administer a not-for-profit and volunteer resource

directory on the municipal website.

3.3 **Strategize Volunteer Recruitment** - develop strategies for volunteer recruitment, training, recognition and retention.

3.4 **Volunteer Recognition Event** - support the Municipal annual Volunteer Recognition Event.

4 Special Projects (15%)

4.1 **Coordinate Special Project** - coordination of special projects as they are identified in the Business Plans. Examples of special projects are the following: Master plans, grant submissions, special events etc.

5 Other Duties (5%)

5.1 **Back-up Support** - provide back-up support to the Program Coordinator.

5.2 **Corporate Initiatives** - support departmental and corporate initiatives such as strategic planning, policy development and internal committees.

5.3 **Budget Recommendations** - prepare recommendations for the annual budget process.

5.4 **Health and Safety** - actively participate and adhere to the Workplace Health and Safety Program in order to maintain a safe & healthy workplace.

5.5 **Other duties as required** - perform other related duties within the scope and authority of the position, as required.

REQUIRED QUALIFICATIONS AND TRAINING

Education and Experience

- Post-secondary education related field such as Bachelor Degree in Recreation.
- Two (2) years of related experience.

Knowledge, Skills, Abilities

- Effective facilitation skills.
- Excellent communications, interpersonal and team building skills.

- Research, report and policy writing skills and ability to interpret data.
- Creative thinking and problem solving ability.
- Working knowledge of MS Office suite and social media platforms.

Working Environment

- Each workday will vary depending on scheduled activities for that week. This position will need to be accessible to the communities we serve and work a flexible schedule and regularly on evenings and week-ends.
- Spending time in various communities is an integral part of the job and candidate must have access to a vehicle.
- This position qualifies for overtime pay.

I hereby certify, to the best of my knowledge, the information provided regarding this job is complete and factual, and accurately describes the work performed.

<i>Employee's Signature</i>	<i>Employee's Name (print)</i>	<i>Date:</i>
<i>Supervisor's Signature</i>	<i>Supervisor's Name (print)</i>	<i>Date:</i>
<i>Director's Signature</i>	<i>Director's Name (print)</i>	<i>Date:</i>