



Position Job Description: Municipal Physical Activity Leader (MPAL)

Position Overview: In partnership with the Nova Scotia Department of Communities, Culture, Tourism and Heritage (CCTH), the Town of Oxford has created the position of Municipal Physical Activity Leader to facilitate improvements in community physical activity. The MPAL employee will be responsible for implementing, evaluating, and revising the Town of Oxford's Physical Activity and Recreation Strategic Plan as necessary. The MPAL employee will also work closely with municipal committees, municipal departments, and various other community, and regional partners.

Roles and Responsibilities

- Implement, revises, and evaluates the Town of Oxford Physical Activity and Recreation Strategic Plan.
- Identify and promote local opportunities for physical activity and less structured movement.
- Coordinate and/or support inclusive physical activity opportunities for community members who are currently inactive; target these opportunities when necessary to meet the unique needs of a group or community.
- Work with municipal staff, schools, community organizations, and other partners to increase the number and quality of physical activity opportunities for our citizens.
- Remain current and informed by current data and trends on physical activity; stay informed on promising practices, initiate innovative approaches, and communicate this information effectively to the public and partners.
- Capacity to recommend/advance policy changes to support access for all residents to quality physical activity opportunities with support.
- Increase public awareness of the importance of physical activity and healthy lifestyles
- Build and maintain strong relationships with community partners and across municipal departments and units to advance daily physical activity among residents.
- Recruit new leaders and/or enhance the skill sets of existing leaders and instructors for various active living programs and initiatives.
- Prepares and submits grant applications and proposals from various not for profits and/or federal/provincial sources to ensure adequate funding is received.
- Participates in Professional Development opportunities
- Increase awareness of financial resources available for the municipality, individuals, groups, and leaders to expand physical activity opportunities, development, and

participation.

- With support, advise Municipal staff, Council and other decision makers on policy development related to physical activity and active healthy lifestyles.
- With support, advise community organizations on policy to enhance physical activity.
- Develop and deliver physical activity, sport, and recreation programs on a seasonal basis, including after school programs with seasonal staff members and volunteers.
- Develop an inventory of existing physical activity assets (built and natural), analyze for gaps, and plan for enhancements.
- Maintain accurate records of work activities.
- Develop and maintain a positive image when dealing with the public.
- Incorporates Occupational Health and Safety Act, applicable regulations, and the Town of Oxford's safety programs into all work; attends and participate in departmental Health & Safety meetings.
- Provide input and follow the fiscal budget for the Recreation Department.
- Meet, share, and assist regularly with the Town of Oxford Recreation Commission to assist in planning and implementing physical activity events specific to our Town.
- Multi-task and manage competing priorities.
- Meet reporting requirements and deadlines.
- Other reasonable duties as assigned by the Chief Administrative Officer (CAO)

Work Conditions

- Office environment
- Evening and weekend work as necessary
- Extensive periods of continual movement/lifting
- Exposure to elements and weather conditions
- Field work required

Qualifications

- Minimum qualifications include:
 - A university/college degree in Recreation/Community Development; and
 - At least three years relevant community work experience; OR
 - An equivalent combination of education and experience.
- Previous experience with community development and program administration in a municipal setting is considered an asset.
- Community engagement skills.
- Ability to establish priorities, work independently and proceed with objectives with limited supervision.
- Possess a valid drivers' license, a reliable vehicle and insurance.
- Emergency First Aid, CPR and WHMIS certification (or willing to obtain)
- Satisfactory RCMP Screening and Child Abuse Registry forms
- Excellent communication and leadership skills
- Exceptional Computer Skills

Direct Reporting Hierarchy

Reports to: CAO

Supervising Others: Summer Recreation Students

Position Category

- Full-time,
- One-Year Term,
- Based on 35 hours a week
- Salary range is \$32,760 - \$36,400 annually, depending on experience and education.

Signature

Date
