

COUNTY of ANNAPOLIS

NATURALLY ROOTED

Job title	Winter Physical Activity Leader
Reports to	Recreation & Programs Officer
Next Level Manager	Manager of Recreation

Job Summary

Winter Physical Activity Leaders are responsible for the delivery of the Annapolis County WinterACTIVE Program. Activities include travel throughout the County of Annapolis (with equipment) to carry out planned activities to get people moving in the outdoors. This includes organized groups or not for profit organizations and schools. In addition providing activities to support weekend festivals and carnivals.

Duties and Responsibilities

- Plans and provides outdoor recreation opportunities and physical activities for people of all ages in participating schools and communities, including but not limited to:
 - snowshoeing;
 - Nordic Walking;
 - kick sledding;
 - exergaming;
 - geocaching; and
 - parachute and low-organized games.
- Provides instruction to the public in activities as well as guiding backcountry snowshoe treks.
- Assumes special assignments and responsibilities during community events.
- Promotes physically active lifestyles to participants by encouraging participation in *the Annapolis County Winter Physical Activity Challenge*.
- Maintains a written log of activities and participation statistics.

Qualifications

Required:

- Grade 10 or GED equivalent.
- Have and maintain a valid NS driver's license (minimum Class 5).
- Most recent WHMIS.
- First Aid (Standard).
- Ability to work well with children, youth, adults and seniors.
- Skill and experience working with people of all ages in a recreation environment, outdoor winter experience considered an asset.
- Initiative and resourcefulness.
- Proficiency in working in a team environment or independently.
- Strong interpersonal skills and leadership abilities, as well as creativity.
- Good communication skills, both verbal and written.
- Good physical condition.
- MUST provide copy of vulnerable sector check prior to Employment

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Preferred:

- Hike leader certification and/or winter module as well.
- Training and familiarization with snowshoes, Nordic Walking, kicksledding, exergaming, geocaching, Kin-Ball and low-organized games will be provided, but experience in any of these areas is considered an asset.

A Winter Physical Activity Leader must provide a completed criminal record background check (within last 12 months); a Child Abuse Registry Check (within the last 12 months); current First Aid and CPR, a valid Nova Scotia driver's license, and WHMIS 2015 certification.

Competencies

Values Diversity – Valuing Diversity is the ability to understand and respect the practices, customs and values of other individuals and cultures. Diversity is beneficial to the organization and community. It applies the ability to work effectively with a wide cross-section of the community representing diverse backgrounds, cultures and socio-economic circumstances, and divergent goals.

Communication – Communication is effective, timely and relevant exchange of information that is respectful of the diversity of people, and the geography and working environments of our employees. It includes receiving information, listening, understanding and responding openly and effectively in interactions with others. It also implies this information is processed into actions.

Citizen Services - Implies a desire to help or serve others in a courteous and respectful manner and with the goal of meeting their needs. It means focusing one's efforts on discovering, meeting and balancing the needs of citizens, residents, elected officials, internal colleagues, or anyone that the person is trying to help. This involves recognizing that municipal employees are providing services and information to those who have rights and obligations (taxpayers and residents).

Achievement Motivation – focuses efforts on working well and/or competing against a standard of excellence while achieving high quality results.

Work Safety – employees have the responsibility to take all reasonable and necessary precautions to ensure their health and safety and that of anyone else who may be affected by their work or activities. This includes adhering to safe practices and standard operating procedures established to reduce risks. Failure to do so is grounds for disciplinary action or dismissal.

Duty of Loyalty – as a representative of the County of Annapolis, every employee has a legal obligation to avoid acting in a manner that is contrary to the County's interests. This includes refraining from public criticism of the County's practices or personnel, as well as an obligation to maintain confidentiality. Failure to do so is grounds for disciplinary action or dismissal.

Working conditions

Frequent evening and weekend hours

Working outdoors in winter conditions

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Physical requirements

Winter Physical Activity Leaders are required to be able to perform the activities that are being provided, including - but not limited to - snowshoeing, Nordic Walking, kicksledding, exergaming, geocaching, Kin-Ball and low-organized games.

Direct reports

None

CERTIFICATION

<p>_____ Employee Signature</p> <p>_____ Employee Name Date</p> <p>I certify that I have read and understand the responsibilities assigned to this position.</p>	<p>_____ Supervisor Signature</p> <p><u>Nancy Chisholm</u> _____ Supervisor Name Date</p> <p>I certify that this job description is an accurate description of the responsibilities assigned to the position.</p>
<p>_____ Chief Administrative Officer's Signature <u>Sept 12/2018</u> Date</p> <p>I approve the delegation of responsibilities outlined herein within the context of the attached organizational structure.</p>	

The above statements are intended to describe the general nature and level of work being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of the position.