

Municipalité de Clare

POSITION AVAILABLE: Active Living Coordinator

Working under the direction of the Recreation Director, the Active Living Coordinator will assist the Department in the development and implementation of a Physical Activity Plan to build capacity in the community around physical activity and wellness. The Active Living Coordinator will support and work with municipal departments in the development of physical activity policies.

The Active Living Coordinator will support the implementation of the strategy through strategy planning, capacity building, collaboration and partnerships, programming, active transportation, public awareness, monitoring and evaluation, training and leadership development and budgeting.

The successful applicant shall be bilingual (oral and written), the ability to write in both language; have excellent public relations and communication skills both oral and written as well as proven training/experience in recreation and organizing and implementing recreation programs and activities and possess a valid drivers license. A detailed job description is available upon request.

This position requires a university degree in recreation, health promotion or related degree plus previous employment experience in a municipal setting or a combination of training and experience that demonstrate a capability to assume the duties of Active Living Coordinator.

The Active Living Coordinator position is a 3 year contract, with possibility for renewal, subject to a 6 month probation period. The hours of work are generally Monday to Friday from 8:30 a.m. to 4:30 pm, although some evening and weekend work will be required.

The starting salary for this position is \$33,000-\$35,000 per year. Placement and incremental increases on this salary scale are based on qualifications, experience, and a demonstrated ability to perform the responsibilities of the position.

Send your cover letter with your curriculum vitae by mail, email or fax using the contact information below, **before 4:30**, on **Friday September 9**, 2011. We thank all candidates for their interest, however only those under consideration will be contacted.

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