



Trails, Parks & Active Transportation Coordinator

This opportunity is simple: we're inviting you to bring your skill and talent to our organization through the role of *Trails, Parks & Active Transportation Coordinator*.

We're looking for a dynamic team member ready to contribute to our vision of being a community of communities where all people belong. We're excited about this role and the opportunity it presents for the successful applicants, our organization, and our community.

Statement of Intent: Our goal is to be a diverse and inclusive workforce representative of the communities we serve at all job levels. We encourage applications from Indigenous People, Persons of African Descent, Black/African Nova Scotians and other Racially Visible Persons, Persons Living with Disabilities, Gender Diverse Persons and members of other historically excluded communities. While we recognize the inherent difficulty of doing so, members of equity seeking communities are encouraged to self-identify in their cover letter or your resume.

Primary Responsibilities

- Develop and implement a comprehensive trails and parks plan for the municipality, aligning with the community's needs and the municipality's strategic objectives.
- Identify potential trail and park development sites and assess their feasibility, considering factors such as environmental impact, accessibility, and safety.
- Coordinate and promote active transportation projects.
- Collaborate with relevant departments and community partners to integrate active transportation initiatives into the overall urban planning process.
- Oversee the design, construction, and maintenance of trails, parks, and active transportation infrastructure projects.
- Manage grant funding initiatives, project timelines, budgets, and resource allocation.
- Foster positive relationships with community stakeholders, local organizations, and volunteers to garner support and participation in trails and parks initiatives.
- Ensure that trails and parks are accessible to individuals with disabilities and accommodate diverse user groups.
- Promote a positive, inclusive, and productive work environment that reflects the standards set out in the Municipality's Strategy for Belonging.
- Ensure a spirit of teamwork by promoting the benefits of collaboration and consultation.

Candidate Profile

Education and Experience

- Bachelor's degree, or comparable experience, in Recreation Management, Community Development, Environmental Services, Urban Planning, or a related field.
- Experience in project management and planning, particularly in trails, parks, and active transportation projects.
- Knowledge of municipal regulations, land use planning and environmental considerations.

Knowledge, Skills, and Abilities

- Excellent interpersonal and communication skills to engage with diverse community stakeholders effectively.
- Ability to work collaboratively in a team environment and foster partnerships with community organizations.
- Understanding of sustainable and environmentally responsible practices in park and trail development.
- Highly organized with the ability to manage multiple tasks and priorities simultaneously.
- Proficiency with Microsoft Outlook, Word, Excel, and Power Point.

Compensation & Benefits

This is a full-time unionized position that is governed in accordance with the Collective Agreement between the Municipality of the County of Kings and CUPE, Local 2618-01. Compensation includes a competitive salary and a benefits plan - including a pension plan (8% employer & 8% employee match)! Salary will be Level 6 (\$30.92/hr - \$36.88/hr) of the Municipal Pay Band. Hours of work will be Monday to Friday 8:30am to 4:30pm (35 hours per week). Some evening hours will be required.

Extra Details

The Municipality of the County of Kings is a community of communities, both urban and rural, offering an exceptional lifestyle to residents. With a population of more than 60,000, the Kings Region offers full-service amenities you'd typically find in more urban environments in quaint small towns with vast rural landscapes and amazing vistas.

To view a detailed job description and learn more about us, view the full posting at <https://www.countyofkings.ca/services/Employment>.

How to apply

Send us your resume and cover letter merged into a single PDF with the position title in the email subject line. Help us understand how your talent and experience will help us achieve our vision, mission, and goals. Don't be afraid to be personal! We are excited to get to know you.

Send your complete application package to Cathy Nichols, Human Resources Manager at workhere@countyofkings.ca by 4:30pm Tuesday January 2, 2024.

In order to provide an equitable experience for all candidates, the Municipality is happy to offer accommodation, adjustments and changes throughout our recruitment process. Persons who anticipate needing accommodations for any part of the recruitment process may contact, in confidence, workhere@countyofkings.ca.

Note: Offer of employment is conditional upon the completion of all applicable background checks and confirmation of credentials, the results of which must be satisfactory to the employer. Checks may include one or all of the following: Reference/Employment Verification, Criminal Background, Vulnerable Sector and Education.

We thank all applicants for their time and effort in applying however, only applicants selected for an interview will be contacted.

