



VISION:

A city that inspires

MISSION:

Working together to enhance the quality of life for all residents

VALUES:

Sustainability,
Inclusivity, Innovation,
Accountability,
Excellence,
Bilingualism

COMMUNITY DEVELOPMENT OFFICER - SENIORS AND YOUTH

Recreation Department – Job # P1276

CLOSING DATE: NOON – NOVEMBER 1, 2024

JOB SUMMARY:

This position reports directly to the Manager of Recreation.

Responsible for developing, planning, coordinating, and implementing programs and initiatives that support the senior and youth populations within the community. This role will involve working closely with seniors, youth, community groups, and other stakeholders to create inclusive and engaging recreation activities that promote social interaction and wellness and enhance quality of life.

The position will be the central liaison for various groups in the city with respect to seniors and youth recreation.

Starting Salary range: \$65,275 - \$76,806

APPLYING FOR THIS POSITION:

The City of Moncton is an equal opportunity employer. Applicants must submit their application through an online system that can be found at www.moncton.ca/careers. We thank all applicants for their interest; however, only those invited for interviews will be contacted.

For more information, please contact the Human Resources Department at 506-877-7707 or visit www.moncton.ca/careers for information on the hiring and application process at the City of Moncton.

WORKING AT THE CITY OF MONCTON:

Moncton is a vibrant and culturally rich community. It is the first officially bilingual city in Canada, as well as one of the best places in Canada to do business. Moncton is also known as the economic, sports, tourism and entertainment hub of Atlantic Canada. City of Moncton employees strive to maintain the city's reputation as one of the best places in Canada to live, study, work and play.

This position is a unionized position. The City of Moncton offers an attractive salary and benefits package in accordance to the City Hall Employees Association / PSAC Local 60200 Collective Agreement.

[CHEA Collective Agreement](#) [City of Moncton Salary and Wage Scale](#)

EDUCATION:

- High School graduate or equivalency.
- University degree in the area of Recreation, Kinesiology or Social Science. A combination of education and experience may be considered.

EXPERIENCE:

- Practical work experience of a minimum of three (3) years in the area of recreation or events administration. Related experience to include experience in facilitation with a community development focus.
- The successful candidate must be familiar with the recreation community of the Moncton area and be familiar with organizational development concepts and short- and long-term planning principles.
- The successful candidate must have experience working with seniors and youth, along with a strong knowledge of key community groups in the area.
- The successful candidate must demonstrate proficiency in customer service, emphasizing strong interpersonal skills and a commitment to exceeding customer expectations.
- The successful candidate must be self-motivated and show capability in program coordination and administration as well as strong abilities with respect to facilitation skills and strategic planning.

LANGUAGE:

- The ability to function fluently in both official languages (English and French) is a requirement. As per provincial language proficiency standards, functional is determined to be at the Intermediate+ (2+) level or higher.

KNOWLEDGE, SKILLS AND ABILITIES:

- **Must be knowledgeable of the New Brunswick Occupational Health and Safety Act**
- **The successful candidate will be familiar with the recreation community as well as the social culture of the Greater Moncton area.**
- The successful candidate must have the ability to use a personal computer and the following programs: Microsoft Word, Outlook, Excel, Teams, and Power Point.
- The position requires strong communication skills both written and oral, self-motivation, good organizational skills, and an ability to work in a team environment.

OTHER:

- Must possess and maintain a valid class 5 NB driver's license.

SUPERVISION:

- This position includes supervision and training of volunteers, summer students, part-time casual staff, or contract staff.
- This position also has direct responsibility for the management of contracts negotiated.

CONDITIONS OF WORK:

- Hours of work will be as per the City of Moncton CHEA/PSAC Local 60200 Collective Agreement.
- Requires high level of concentration and attention to detail.
- Position involves variable hours, given the special population area of responsibility frequent weekend and evening work are required with this position as well as some travel.
- Good working environment with few disagreeable conditions.

CONTACT:

- Requires internal and significant external contact. The candidate must be able to communicate in an effective, professional manner. The incumbent initiates and maintains contacts with the appropriate community organizations relative to facilitating their needs. Contacts also include relevant Provincial and national associations

ADDITIONAL COMMENTS:

- The incumbent must be able to devise courses of action to solve problems. They must also be able to manage multiple assignments at one time. Duties with respect to community development will involve the ability to provide advice and direction to community-based organizations within a community development model approach.