

	Municipality of the County of Annapolis JOB DESCRIPTION	Position Title: ACTIVE LIVING COORDINATOR
	Union / Non-Union: NON-UNION	Classification Type: FULL-TIME
	Salary Classification: RANGE 4 (UNDER EVALUATION)	Approval Date: JULY 2026

Job Summary

The Active Living Coordinator leads active living initiatives and supports recreation across Annapolis County. The role focuses on developing programs and partnerships, promoting physical activity, community engagement, supporting seasonal staff, and implementation of the active living strategy. The position works closely with community organizations, schools, government partners, and residents to support and increase participation in physical activity and decrease sedentary behaviour for residents of all ages and abilities.

Accountability

The Active Living Coordinator reports to the Manager of Recreation.

Specific Job Responsibilities

1. Active Living Strategy and Municipal Physical Activity Leader (MPAL)

- Maintain and update a comprehensive County of Annapolis Active Living Strategy
- Support community organizations in the development of inclusive recreational activities and opportunities across Annapolis County
- Work in tandem with the Manager of Recreation to develop, plan, and implement programs and opportunities to remove barriers and increase physical activity in Annapolis County
- Attend regional and provincial MPAL meetings and training opportunities
- Meet provincial MPAL funding requirements
- Apply Equity, Diversity, and Inclusivity (EDI) and accessibility principles to physical activity opportunities
- Pursue available grant funding for MPAL programming including budgeting, proposals, and reporting

2. Community Engagement

- Develop relationships with community and government partners to drive active living initiatives
- Provide support to the public school system to create innovative and increased physical activity opportunities and youth engagement
- Develop and maintain a public database of community recreation programs, services, assets, and opportunities
- Attend, support, and/or facilitate recreation and other community development related events to promote active living in Annapolis County

3. Staff Support

- Provide support, coaching, and mentoring to interns or seasonal staff
- Ensure that safety protocols and standard operating procedures for activities and events are understood and followed by involved staff
- Follow all personnel policies and procedures for the effective management of staff
- Provide input and collaboration in programs, decision making, funding applications, or other municipal or provincial opportunities that have an active living aspect

4. Other Duties

- Prepare reports and presentations as required
- Maintain relevant aspects of the Municipality website that are applicable to active living
- Equipment loan program assessment, development, and administration
- Other duties as may be assigned by the Manager of Recreation

Qualifications and Expectations

Education: Candidates must possess a diploma or undergraduate degree in recreation, community development, physical education, kinesiology, health education and promotion, community studies, or a related field.

Experience: Minimum of 2 years of related experience, ideally in a public sector environment and/or focusing on the creation and administration of recreation programs.

Knowledge: Expertise needed in developing active living activities, administering recreation programs, strategic planning, and IDEA principles.

Requirements: Candidates must obtain a criminal record and vulnerable sector check to work in this capacity for the Municipality of the County of Annapolis. This position will occasionally require work outside of normal office hours including evenings and weekends.

Core Competencies

Community engagement: Ability to build strong partnerships with schools, local governments, and residents in the Municipality.

EDI and Accessibility implementation: Driver of EDI and Accessibility principles, implementing them in the active living strategy, community activities, and all other applicable areas.

Strategic organizational skills: Capacity to manage the Active Living Strategy, program, and activities and provide a forward-thinking, strategic approach in all aspects of the role.

Communication: Ability to communicate effectively to residents, partners, collaborators, and coworkers.

Coaching and mentoring: Ability to lead, coach, mentor, and encourage direct reports with emotional intelligence.