



EMPLOYMENT OPPORTUNITY

PHYSICAL ACTIVITY COORDINATOR

POSITION TITLE	Physical Activity Coordinator
DEPARTMENT	Administration
SALARY	\$ 35,000 - \$ 40,000
TERM	Permanent/Full-Time
LOCATION	Dependant on the successful candidate's location
ESTIMATED START DATE	April 2024

Wasoqopa'q First Nation (formerly Acadia First Nation) is governed as a custom band under the provisions of the Indian Act with established bylaws, policies and procedures. The First Nation's electoral system constitutes an election once every five (5) years with positions for one Chief and eight (8) councillors. Chief and Council elect, are the governing body responsible for making decisions for the overall health and well-being of communities, Elders, youth and families.

Wasoqopa'q First Nation is unique in its geographical composition, spread throughout the Southwestern regions of Nova Scotia spanning five counties from Yarmouth to Halifax, encompassing six (6) reserves - Yarmouth, Ponhook, Medway, Wildcat, Gold River, and Hammonds Plains, in both rural and urban settings. To support administration and business operations, Wasoqopa'q First Nation, with supporting staff, provides programs and services within two (2) Health Centres, a Youth Centre, two (2) Community Centres, six (6) administration offices, and six (6) business establishments, including economic development, education, employment, fishing, forestry, health, housing & maintenance, human resources, and social.

POSITION OVERVIEW AND OBJECTIVE

WFN is currently recruiting for a Physical Activity Coordinator, reporting to the Band Manager, responsible for leading the Mi'kmaw Physical Activity Leadership Program on behalf of WFN, including the development and implementation of a comprehensive physical activity strategy for WFN communities, supporting policy, organizing and promoting and evaluating physical activity with emphasis on providing supports for walking and less structured movement.

ESSENTIAL FUNCTIONS AND DUTIES

- Establish and implement a community engagement plan (Example focus groups, community demographics and assets, community sessions, best practices and key partners) to build a physical activity strategy and associated supporting policies for WFN communities
- Ensure the alignment of the physical activity strategy with the Mi'kmaw Physical Activity Leadership Program and agreement with the Province of Nova Scotia
- Monitor and evaluate the physical activity strategy and associated policies, including the completion of an annual progress report
- Through the implementation of the strategy, within each WFN community, identify and promote local opportunities for physical activity and less structured movement
- Develop and implement annual operational plans which outline a planned approach to implementing the physical activity strategy, including a supporting budget
- Develop and promote a directory of programs and unstructured physical activities that can be accessed by community members



- Organize, deliver, promote and evaluate individual-based and group-based programs to support and encourage inactive community members to participate in regular physical activity
- Establish and maintain contact with local service and or physical activity providers to facilitate the provision of physical activities throughout WFN
- Provide social supports for walking initiatives and less structure movement
- Lead WFN individual and or team participation in local Indigenous physical activity events for children, youth and adults (Example: Mi'kmaw Summer Games)
- Lead and support training for WFN individual and or teams participating in local Indigenous physical activity events (Example: coaching, instruction)
- Prepare and submit proposals that support physical activity in WFN communities (Example: programs and or services, unstructured opportunities, infrastructure, costs of participation and or sporting equipment)
- Participate in provincially sponsored physical activity training and networking events
- Build and maintain relationships and contacts with WFN employees, to support and or lead cross organizational physical activity
- Develop and maintain partnerships with the Province and other Physical Activity Coordinators in Mi'kmaw communities
- Adhere to all Wasoqopa'q First Nation (WFN) Policies, Procedures and necessary procedures, as required
- Other duties, training and activities related to the position, as require

QUALIFICATIONS

- Undergraduate university degree in Health Promotion, Community Studies or Recreation and or equivalent work experience
- Knowledge and or training in influencing physical activity at the community level and barriers to physical activity
- Knowledge and experience in community engagement planning, strategic planning and organizing operational plans with an associate budget
- Experience in designing and delivering physical activity programs and unstructured opportunities in the community, including tracking of any grant or program deliverables, expenses and revenues
- Knowledge and experience working in a Mi'kmaw community and or other First Nations is an asset
- Occupational Health & Safety knowledge and training
- Valid Driver's License and reliable vehicle
- Must be bondable
- Criminal Record and Vulnerable Sector Check upon hiring
- Child Abuse Registry Check every two-years

REQUIRED ABILITIES, SKILLS AND COMPETENCIES

- Strong multitasking skills, ability to prioritize competing priorities and meet deadlines
- Ability to use research, local data and best practices to inform work and priorities
- Effective organization and time management skills
- Ability to meet reporting requirements and deadlines
- Demonstrated keen listening and observational ability
- Proficiency in use of IT including databases, Microsoft Word, Excel and Outlook
- Strong decision-making and problem-solving abilities
- Excellent interpersonal skills to communicate with enthusiasm to motivate individuals to engage in physical activity



- Exceptional oral and written communication skills
- Ability to work independently
- Demonstrated initiative in learning new tasks and improving processes
- Strong analytical skills and critical thinking
- A commitment to fostering, cultivating, and preserving a culture of diversity, equity and inclusion
- Demonstrated adherence to integrity and sincerity

WORKING CONDITIONS

- Hours of work are expected to occur during regular WFN office hours, Monday to Thursday, 8:00 am to 5:00 pm, however planned and supported physical activities may occur on evenings and weekends
- Travel may be required to attend meetings, conferences, sessions and or workshops and may require driving for significant periods of time
- Occasionally, travel and meetings may fall outside of regular working hours
- A valid driver's license and access to reliable transportation is required
- A great deal of time is spent working indoors in a well-maintained office environment with modern and up-to-date equipment and or indoor spaces to deliver and support physical activity
- Outdoor working environments and conditions occur when delivering and supporting physical activity that is focused outside in different elements, dependant on the activity
- Long periods of sitting and working with office equipment and computer can occur

APPLICATION REQUIREMENTS

Submit Cover Letter and Resume to resumes@acadiaband.ca **Please quote MPAL# on your cover letter and indicate your salary expectations for this position.

WFN appreciates the interest of all applicants, only those selected for an interview will be contacted. WFN does not assume candidate expenses related to this recruitment process.

In accordance with the Aboriginal Employment Preference Policy of the Canadian Human Rights Commission, if all qualifications are equal, preference will be given to persons of Aboriginal ancestry and if a Wasoqopa'q First Nation Band member.

DEADLINE TO APPLY

Deadline to Apply: March 9, 2024

Wasoqopa'q First Nation is committed to fostering a safe workplace that provides an equitable, diverse and inclusive environment, where employees are treated professionally and with dignity and respect. We value the contributions that each person brings, and are committed to ensuring equal opportunity and participation as part of the WFN team.

We are a community. We make a difference.