



EMPLOYMENT OPPORTUNITY
MPAL/RECREATION COORDINATOR

POSITION TITLE	Mi'kmaw Physical Activity (MPAL) and Recreation Coordinator
DEPARTMENT	Administration
SALARY	Dependant on qualifications and experience
TERM	Full-Time/Permanent
LOCATION	Dependant on successful candidate's location Works with all communities and locations, as required: Hammonds Plains, Yarmouth, Shelburne, Medway, Wildcat, Ponhook, Gold River, and Gardener's Mill
ESTIMATED START DATE	August 2026

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.

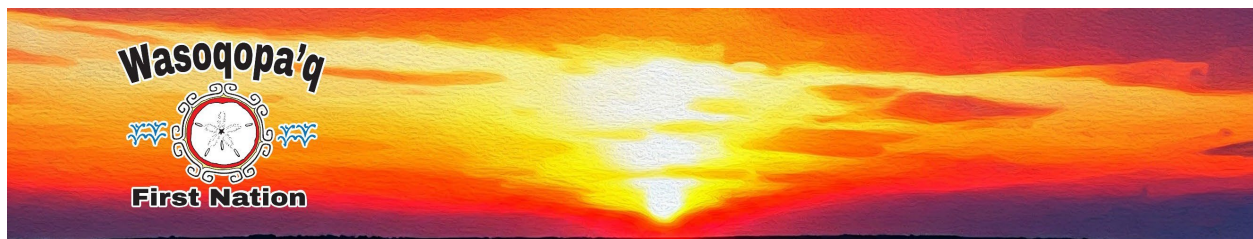
Wasoqopa'q First Nation is unique in its geographical composition, spread throughout the Southwestern regions of Nova Scotia spanning five counties from Yarmouth to Halifax, encompassing six (6) reserves - Yarmouth, Ponhook, Medway, Wildcat, Gold River, and Hammonds Plains, in both rural and urban settings. 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 MPAL/Recreation Coordinator, reporting to the Executive Director, works with a community focused lens, responsible for leading the Mi'kmaw Physical Activity Leadership (MPAL) and Recreation Program on behalf of WFN, including the development, implementation and evaluation of a comprehensive physical activity and recreation strategy for WFN communities, supporting policy, and organizing and promoting both unstructured physical activity initiatives with emphasis on providing supports for walking and less structured movement and recreational activities for WFN communities with a focus on youth. The overall goal of this position is to foster a culture of movement, physical activity and recreation to support the overall health, well-being and improvement in quality of life for WFN communities.

ESSENTIAL FUNCTIONS AND DUTIES

- Establish and implement a community engagement plan (e.g. focus groups, community demographics and assets, community sessions, best practices and key partners) to build a physical activity and recreation strategy and associated supporting policies and initiatives for WFN communities
- Ensure the alignment of the physical activity and recreation strategy with the Mi'kmaw Physical Activity Leadership Program, agreement with the Province of Nova Scotia and WFN goals and



priorities

- Monitor and evaluate the physical activity and recreation strategy, activities and associated policies, including the completion of an annual progress report and relevant grant reports
- Monitor participants engagement and safety during physical activity and recreational programs and respond to incidents, as required
- Ensure that all physical activity and recreation programming incorporate Wasoqopa'q First Nation values and priorities
- Establish, monitor and maintain a confidential physical activity and recreation community member database, adding new members participating in individual-based and or group-based activities, including attendance, incident reports and participants feedback
- Through the implementation of the strategy, within each WFN community, identify and promote local opportunities for physical activity, less structure movement and recreation initiatives
- Develop partnerships and relationships with WFN staff, Mi'kmaq and or Indigenous organizations, external service providers, MPAL'S in Mi'kmaw communities and across the Province to support physical activity and recreation programming across WFN communities
- Work across a variety of settings within WFN including home, community, health and work environments
- Work across the WFN organization and programs to promote a culture of movement and recreation through various touchpoints serving WFN communities
- Contribute to a welcoming, inclusive space where participants feel safe, heard and inspired to grow
- Develop and implement annual operational plans which outline a planned approach to implementing the physical activity and recreation strategy, including a supporting budget and grant requests
- Develop and promote a directory of programs of unstructured physical activities and recreation programs that can be accessed by community members
- Coordinate and or support accessible unstructured physical activity opportunities for WFN community members who are currently inactive; target these opportunities when necessary to meet the unique needs of a group and or community
- Establish and maintain partnerships with local service, physical activity and or recreation providers to facilitate the provision of physical activity and recreation throughout WFN communities
- Support access to one-on-one advice and motivation for WFN community members, as needed, to support physical activity and recreation needs
- Lead WFN individual and or team participation in local Indigenous physical activity and recreation 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 and recreation events (Example: coaching, instruction)
- Develop, and execute physical activity and recreation initiatives, to address movement, activity and building skills and capacity of WFN members, with a focus on youth that promotes physical health, well-being and social interaction e.g. walking clubs, sports
- Prepare and submit proposals that support physical activity and or recreation in WFN communities (Example: programs and or services, unstructured opportunities, infrastructure, costs of participation and or sporting equipment)
- Research and build a resource base, identifying funding programs, and fundraising platforms for future programming and initiatives
- Establish funding proposals and implement fundraising platforms to support the implementation



of the WFN physical activity and recreation strategy

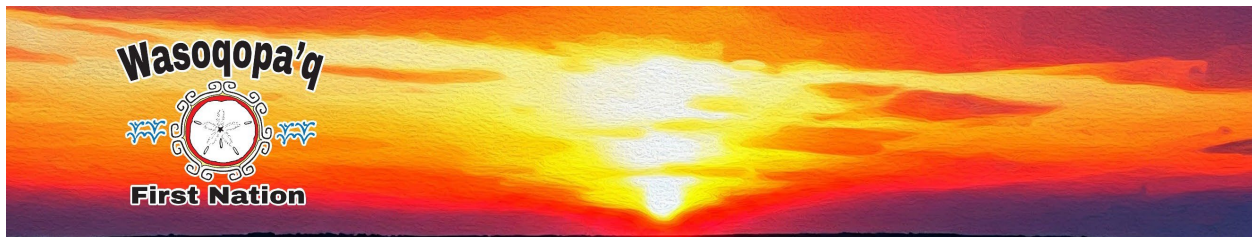
- Maintain program budgets and prepare reports for funding sources, in support of physical activity and recreation initiatives
- Participate in provincially sponsored physical activity training and networking events
- Build and maintain relationships and contacts with WFN employees, to support and or lead cross organizational physical activity and recreation
- 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 administrative procedures, as required
- Working in a team environment, there may be other duties, training and activities related to the position, as required

QUALIFICATIONS

- Undergraduate university degree in Health Promotion, Community Studies or Recreation and or combination of education and equivalent work experience
- Knowledge and or training in influencing physical activity and behaviour change 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 and recreation 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 considered an asset
- Experience in funding proposals and fundraising platforms is considered an asset
- Valid Driver's License and access to a reliable vehicle are required
- First Aid & CPR, WHMIS and OH&S Certification is considered an asset
- Criminal record and vulnerable sector check upon hiring, Child Abuse Registry Check

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 office hours for Wasoqopa'q First Nation, which are 8:00 am to 5:00 pm, Monday to Thursday, inclusive
- Programs will often be delivered in venues throughout WFN and mainly during the evenings, weekends and certain holidays
- Travel is required to attend meetings and deliver the program throughout WFN
- Occasionally, travel and program sessions may fall outside of the regular office hours including evenings and or weekends
- A great deal of time is spent working indoors in well maintained, heated/ventilated environment with modern and up-to-date equipment and with regular opportunity to move around (sitting, standing, walking)
- Long period of sitting and working with computer and telephone can occur
- Occasionally, it is required to move objects or equipment up to 50 lb

APPLICATION REQUIREMENTS

Submit Cover Letter and Resume to resumes@wasoqopaq.ca **Please quote MPALCOORDINATOR# 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: July 7, 2026

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.