

Job Description
Trail-Open Space Coordinator

1. Purpose and Objectives

2. The Trails-Open Space Coordinator works closely with community trail associations to provide support and assist them with trail development and management. This includes support to associations and initiatives that reflect community economic development, recreation and tourism opportunities. This role also works to achieve the interests of Council in the Open Space Strategic Plan as well as assisting in the evaluation of existing Municipal trails and properties and developing strategies to implement improvements.

3. Duties and Responsibilities

The following is an overview of the duties and responsibilities of the trails-open space coordinator. The listing is not intended to be all inclusive or to limit the CAO's right to assign other duties.

- Working collaboratively with community volunteers to assist with:
- Project plan development
- Public consultations
- Acting as a resource for handling community issues
- Planning and construction processes, as needed
- Securing sources of funding
- Coordinate a trail development plan of MODD trails
- Organize training for volunteers, as needed (ie. chainsaw safety, trail warden and first aid)
- Working with various government agencies that can assist and support trail groups and trail development
- The development of an annual budget for trail maintenance and capital
- Serve as an information source to groups interested in trail development, and as required, assist these groups in a facilitator role.
- Research/document pertinent information to keep abreast of current initiatives
- Create linkages with groups outside the Municipality of the District of Digby to share information and experiences. (Trails that are developed in this area, if viewed on a regional rather than local scale, area a part of a greater network of trails that exists throughout NS
- Coordinate Active Transportation and Blue Route Initiatives
- Work closely with Provincial Government Departments responsible for Crown Lands Management
- Seek out and develop partnerships for trail promotion and marketing

Job Description
Trail-Open Space Coordinator

- Increase public awareness of current trails – through newspaper articles, radio interviews, presentations as well as establishing partnerships with tourism industry officials.
- The creation of a comprehensive signage policy for trails, both directing users to the trail heads and directional signage on the trails
- Develop a framework for a long term trails strategy
- Organize workshops that will build community capacity in the areas of trail development and promotion (Safe Hiker, Trail Warden, Leave No Trace, Making Tracks, etc...)
- Maintain an inventory of trail facilities
- Work with stakeholders to produce a map of trails in the Municipality of the District of Digby
- Seek and develop partnerships for trail development and marketing – make regular connections with other trail groups and trail coordinators in NS and the NS Trails Federation to share experiences and collect information. Also, providing information to groups developing tourism strategies.
- Research various trail development guidelines and procedures to design, construct, use and regulate trails.
- Assist municipal recreation and public works staff with the creation of policies that promote the development & maintenance of trails
- Prepare reports and presentations for Council as necessary and requested
- Prepare and deliver information for presentations, trade shows, information fairs, and similar as requested and as time permits;
- Remain current with Risk Management Training and Industry standards for safety in parks and trails

Occupational Health and Safety

- Ensure safe work practices are adhered to when conducting all administrative activities and ensure compliance with all applicable codes and legislation including occupational health and safety, WHIMS and hazardous substance program.
- Participate in the Occupational Health and Safety committee as required.

Reporting

- Ensure reports are prepared for the Deputy CAO, and for presentation to Council, as requested.

Job Description
Trail-Open Space Coordinator

Corporate

Legislation, Policy Development and Implementation, Strategic Management

- Respond to clients and government agencies with correspondence as appropriate.
- Maintain up to date knowledge and understanding of all MODD policies.
- Recommend changes to existing policies.
- Attend any meetings as the Deputy CAO may direct.
- Provide advice and expertise to CAO, Deputy CAO regarding issues as required.
- Support recreation department and MODD initiatives
- Coordinate with Municipal administrative and finance departments on administrative and financial matters

4. Competencies

Teamwork and Cooperation – Acts as a positive role model and is instrumental in ensuring positive interactions with other teams and departments. Removes barriers and solves problems related to work across teams and departments, such as sharing resources. Be a team player with a high degree of initiative, confidentiality, customer service focus and good organizational and problem solving skills and the ability to meet tight deadlines.

Organizational Awareness – Understands the structure policies and culture of both the Municipality of Digby and neighboring municipal units. Trail-open space coordinator must adhere to the policies & procedures of the Municipality.

Trail-open space coordinator must:

- Possess skills to use a computer and various software packages;
- Have the ability to establish priorities, work independently and proceed with objectives without supervision;
- Have an ability to handle and resolve recurring problems with their work environment;
- Maintain emergency first aid and CPR certification;
- Conduct the affairs of the Municipality in a professional and courteous manner at all times.

5. Accountability

The trail-open space coordinator reports directly to the Deputy Chief Administrative Officer.

Job Description
Trail-Open Space Coordinator

6. Education / Qualifications

- Post-secondary education or combination of education, training and related experience
- Excellent oral and written communication skills
- Basic computer skills (word processing, spreadsheet, internet)
- Supervisory skills and experience
- Experience working with community organizations
- Experience facilitating community meetings and working with community organizations
- Experience working with the various levels of government, government departments and agencies an asset
- Knowledge and experience in trail and park planning, development and construction, and community development and facilitation, an asset;
- Knowledge of project management, public relations principles, marketing and promotional techniques, and customer service principles;
- Familiarity with map reading, GPS and GIS an asset;
- Well-developed organizational and time management skills. The incumbent must be capable of meeting timelines, have flexibility, be self-directing, have the ability to multi-task, and possess concentration for detail.
- Valid Driver's License

6. Experience

Minimum 2 year experience in recreation, community development or a related field

7. Hours of Work

- Monday to Friday 8:30 to 4:30; attendance at evening meetings and weekend events may be required

8. Salary and Benefits

Scale* - \$39,000 - \$44,000

Medical plan and pension plan

** Commensurate with education, qualifications and experience*

Job Description
Trail-Open Space Coordinator

Statement of Understanding

This job description has been compiled to guide the employee in his/her daily activities with the Municipality. It is also intended to be used by the department head as a way to evaluate the performance of the employee. Although every effort has been made to include all work that may be expected of an employee, this job description is in no way to be considered final. With this in mind this job description will continue to grow and be complete. The Municipality along with the employee will review this description on an annual basis.