



**Town of Wolfville  
Position Description  
Revised January 2017**

**Position Title:** Community Development Officer – Recreation and Events

**Reports to:** Manager of Economic Development

**Subordinate Staff:** Part-time and Seasonal Recreation Employees

**Salary Range 2015/16:** \$45,552 to \$70,666      **Band:** Level 3 – Coordinators and Professional Level 1

**Classification:** Permanent full-time

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**Position Summary:**

Working under the supervision of the Manager of Economic Development as well as in collaboration with the Planning Department team and other municipal staff, the CDO is responsible for developing strategies, partnerships, programs and services within the community (i.e. Acadia University clubs/groups and local community groups) that promotes individual health, community health and environmental health.

**Core Expectations of the Role:**

Key areas of focus include: Recreation, parks and open spaces, active transportation and town events. This role will provide the following:

- Build capacity within the local community to deliver programs in the areas of focus;
- Provide strategic direction and policy recommendations on the areas of focus;
- Work at a regional level on related activities and initiatives in the areas of focus;
- Engage the community on matters regarding the areas of focus;
- Development, promote and support town activities in the areas of focus;
- Provide advice, development , organization and implementation for programming within the areas of focus; and
- Develop and maintain partnerships with other agencies related to the areas of focus.

Specific responsibilities include:

- Responsible for the overall operation and activities of the Wolfville Recreation Centre.
- Responsibility for the overall development, coordination, administration, implementation, and management of town events;
- Responsibility for the overall coordination, administration, implementation, and management of direct recreation programs, activities and projects;
- Providing attention to groups that traditionally don't participate in recreation programs due to fiscal, cultural or social barriers;

- Assisting local clubs and organizations, where the town is involved in a partnership, with strategic planning, developing funding opportunities and sustainability for the benefit of the community;
- Managing the Medley Fund; and
- Performing other related duties as required.

**Skill/Knowledge:**

- Strong interpersonal and relationship building skills.
- Excellent written and oral communication skills.
- Critical thinking and problem solving skills.
- Self-motivated and works well with a team.
- Experience negotiating and managing partnership agreements.
- Knowledge of community capacity building approaches and techniques.

**Decision-Making:**

This position will have direct and indirect influence over key decisions. The CDO will use the budget, operating plan, with input from other corporate documents, to guide program delivery decisions to achieve the goals of the organization. The CDO will provide strategic input for decisions related to long term investment in recreation infrastructure and programs for Wolfville.

**General Capabilities**

- Attention to detail.
- Ability to work independently.
- Ability to work as a team and build relationships across departments and with outside stakeholders.
- Ability to function as an effective problem solver and consensus builder.
- Ability to supervise staff.
- Energetic and positive.

**Working Conditions**

- This position spends periods of time in front of a computer screen.
- This position works directly with the public and community stakeholders.
- This position may require physical exertion.
- This position may be in situations of high conflict or stress.
- This position may require work outdoors;
- This position would occasionally require work outside of regular working hours to deliver programming and events.

**Other Benefits**

- Professional association memberships (e.g. Recreation Nova Scotia), continued professional development and training.
- Pension, medical and dental benefits.

**Education, Training and Experience**

- A degree in Recreation, Community Development or other related field.

- At least five (5) years' experience in recreation management, organizational management, or community development.
- Policy experience and strategic planning experience.
- Experience in community capacity building.
- Proficiency in Word, Excel, PowerPoint essential.
- Experience in recreation program delivery would be an asset.
- Experience managing a budget and assisting in securing grants would be an asset.
- Experience working in a municipal environment would be an asset.

**Approved by:**

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CAO or Department Head

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Date