



**Title:** Park Program Coordinator

**Reports To:** Active Living Manager

**Nature of Position:** Seasonal (8 weeks, 35 hours/week).

**Description:**

Digby Area Outdoor Centre is a municipally owned green space located on Haines Lake. This newly acquired property has water access and a dock for paddling activities, a large lawn for activities, and a wooded area for camping and exploring. The Municipality of the District of Digby allows Digby Area Recreation full use of the lake property and would be pleased to further partner in mentorship of the youth hired through our Trails Coordinator and Public Works Department.

**Responsibilities (but not limited to):**

- Opening & closing the Digby Area Outdoor Centre for public use.
- Provide public access for swimming, paddle boarding, kayaking, evening bon fires, enjoying the green space and direct programming.
- Direct programming will include planning & executing special events with community champions including, but not limited to, learn to catch, clean & cook fish, Learn To Camp, Leave No Trace Canada, tree & plant identification, orienteering and geocaching.
- Assist with basic park maintenance such as grounds maintenance, light cleaning as well as risk identification and assessment.
- Assist with program communication and advertising.
- Assist special events staff with onsite Digby Recreation camps (kayaking, paddle boarding, leadership development, overnight camps) and will monitor equipment usage (kayaks, paddle boards and outdoor games such as disc golf) and will learn to report and help fix damages.
- Complete incident reports, as required.
- Deal with conflicts with participants, other staff, and the public in a mature, professional, and courteous manner.
- Perform other duties as required.

**Skills required:**

- Positive attitude
- Must enjoy the outdoors and working with all ages
- CPR/First Aid or obtain before commencing

**Work Conditions:**

- Occasional evening and weekends
- Working outside in a variety of weather conditions
- Lifting and transporting of heavy objects
- Standing for extended periods of time