



NWT RECREATION & PARKS ASSOCIATION

DIRECTOR – ACTIVE COMMUNITIES

PURPOSE OF THE POSITION

The NWTRPA envisions a territory where everyone has access to recreation programs and spaces that foster healthy families, strong cultures, and vibrant communities.

The mission of the NWTRPA is to promote recreation by supporting leaders, communities, and partners through training, advocacy, and networking.

The Director – Active Communities is responsible for the direction and delivery of NWTRPA Active Communities programs. The strategic goal most closely aligned with this position is: “More NWT residents of all ages are able to choose active ways of living because of improvements in the accessibility, diversity, and quality of community-based recreation programs.”

The Director – Active Communities will develop and lead the delivery of the NWTRPA Active Communities business plan. The Director – Active Communities will work directly with NWTRPA members, community groups, partners, and Board and staff to assist with the development and support of safe, culturally-appropriate active living programs in the NWT.

SCOPE

Reporting to the Executive Director, the Director – Active Communities is responsible for the development and execution of the Active Communities business plan. The incumbent is responsible for administering an annual Active Communities budget (estimated to be approximately \$600,000 in 2019-2020).

The Director – Active Communities will oversee one Active Communities staff member as funding allows. The incumbent may oversee additional seasonal and term staff and contractors. The incumbent may perform the duties of the Executive Director on an interim, as needed basis.

The Director – Active Communities will provide advice, support, and counsel to the Executive Director and other staff members. The NWTRPA is a small territorial non-profit organization. The staff work collaboratively and provide assistance to each other as and when needed.

The activities of this position impact program, organization, and Board policies. The position impacts the allocation of funding and program delivery for community programs and services.

SIGNING AUTHORITY

The Director – Active Communities will have signing authority to enter into contracts up to and including \$2,500, under the following parameters:

- Contracts must be accommodated within the Board-approved annual operating budget.

- Contracts must be consistent with approved workplans.
- Requests for proposals must consider value for money, be unbiased, and transparent.
- Capital purchases may **not** be authorized.

RESPONSIBILITIES

Oversee the delivery of the Active Communities business plan:

- Oversee the delivery of all Active Communities programs offered by NWTRPA. This includes: Elders in Motion, Walk to Tuk, Fitness Leader Training, and Get Active.
- Organize and deliver training workshops and events, develop associated resources and program supports, and work with committees and other stakeholders to develop and update training curriculum.
- Provide mentorship, support, advice, and encouragement to program instructors and leaders, program participants, and other program stakeholders as needed.
- Develop new Active Communities programs and strategies that adhere to the NWTRPA mission and strategic direction, as required by members, partners, funders, and the NWTRPA Board of Directors.

Coordinate all financial records as part of the Active Communities business plan:

- Lead the development and administration of the Active Communities business plan budget.
- Coordinate and work with any contracted agents on an as needed basis.
- Complete all invoicing as required for the Active Communities business plan.
- Maintain an active record of program revenues and costs.

Conduct administrative duties towards maintaining daily operations:

- Respond to general requests via phone, email, social media, and fax.
- Organize workshops and events, including booking travel, speakers, and venues.
- Order, track, and maintain required inventory for program delivery.
- Issue and monitor program certifications.
- Provide advice and direction to members and the public seeking program information.

Engage in networking and fundraising:

- Foster, develop, promote, and maintain relationships and partnerships with communities, community organizations, program participants, and stakeholders.
- Provide regular updates to program funders and complete all funder reporting requirements.
- Create and develop strategic partnerships with corporate, government, and private sponsors to provide the Active Communities business plan with potential revenue streams.
- Communicate regularly with NWTRPA members, stakeholders, and funders about the NWTRPA Active Communities business plan.

Support NWTRPA operations:

- Provide information and offer council to the Executive Director to inform the operations of NWT Recreation and Parks Association.
- Attend NWTRPA Board meetings when requested to provide reports and information as needed.
- Support NWTRPA colleagues by providing assistance and guidance regarding program delivery.
- Other duties as required.

KNOWLEDGE, SKILLS, AND ABILITIES

To satisfy the expectations of the NWTRPA, the incumbent should have the following qualifications or equivalencies:

- Post-secondary education in Recreation/Leisure studies, Physical Education, Kinesiology, Marketing, or a related discipline.
- Training and certifications in the following areas: fitness programming, first aid.
- Experience managing or supervising staff and volunteers.
- Experience in fitness or active living/communities programming positions.
- Experience in the administration of budgets.
- Ability to network with government, business, and non-profit agencies.
- Experience working within a non-profit agency.

In addition, the incumbent should be:

- Strongly self-motivated.
- Well organized.
- Have excellent communication skills.

The incumbent must also successfully complete a satisfactory criminal record check as a condition of their hire.

WORKING CONDITIONS

Physical Demands:

Most of the incumbent's time is spent working in an office setting, performing general office duties or networking with current and potential partners. In order to access the NWTRPA offices, the incumbent must be able to physically navigate multiple stairways. Regular computer usage should be expected.

Some work time is spent leading training activities, primarily in indoor settings. This may include leading workshops and courses, including fitness courses.

Subject to operational demands, the incumbent may be expected to work evenings and weekends.

Environmental Demands:

Environmental demands are those typically associated with an office position. Some work time is spent leading training activities in outdoor and indoor settings.

Periodic travel will be required which may result in exposure to the extremes of our northern climate.

Sensory Demands:

Normal office environment.

Mental Demands:

There is potential for multiple projects to be ongoing all requiring attention and concentration. Multi-tasking may be required for long periods of time. This position can typically receive direction from several different sources resulting in potentially stressful situations.

The position is frequently required to travel to small, isolated communities within the NWT and 1-3 trips per year to centres outside the NWT.

The above statements are intended to describe the general nature and level of work being performed by the incumbent of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of this position.

PAYSCALE

This position is a full time, permanent position. The incumbent will be remunerated according to the following annual pay scale, as negotiated with the Executive Director:

<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>	<u>Step 6</u>	<u>Step 7</u>	<u>Step 8</u>
\$74,100	\$76,440	\$78,780	\$81,218	\$83,655	\$86,093	\$88,530	\$90,968

Other employee benefits and obligations are outlined within the NWTRPA Employee Handbook.