

RECRUITMENT PACKAGE

COMMUNITY COORDINATOR

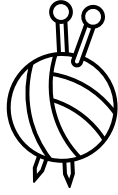
Closing : March 11, 2024 – 3:00 pm (Local Time)

A map of the Fundy Shores region in New Brunswick, Canada. The map shows various communities including Prince of Wales, Pocologan, New River, Dipper Harbour, Chance Harbour, Musquash, Maces Bay, Lepreau, and Little Lepreau. It also shows geographical features like Crow Harbour Cove, Welch Cove, and the Wilderness Area. Major roads like 780, 173, and 700 are marked. The text 'ABOUT US' is overlaid on the map.

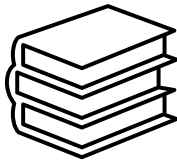
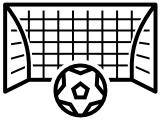
ABOUT US

The Rural Community of Fundy Shores “Fundy Shores” was established on January 1, 2023, as a result of local governance reform. Fundy Shores is the home of several Communities (Prince of Wales, Pocologan, New River, Dipper Harbour, Chance Harbour, Musquash, Maces Bay, Lepreau, and Little Lepreau) encompassing approximately 350 square kilometers and 2100 individuals.

We are a diverse and expansive community, that boasts beautiful rocky coastlines, pristine sandy beaches, beautiful lakes, and hidden trails. To say the least, we believe Fundy Shores is Rural Living at its BEST!



POSITION PROFILE



Employee Benefits

- Health Insurance
- Dental Plan
- Pension Plan
- Vacation & Sick Time

ROLE OVERVIEW

This position is a direct report to the Chief Administrative Office, with a flexible work schedule of 35 hours per week, which would include evenings and weekends depending on activities and may include statutory holidays, if deemed necessary by the Chief Administrative Officer for community event participation.

Fundy Shores is in the process of designing and implementing its community programs. To support that plan and our growth as a community we are seeking an energetic, resourceful, and multi-talented individual that can function as a member of a team or individually to develop, host and promote local community activities (recreation, tourism, arts and culture) for all ages and abilities.

QUALIFICATIONS

The minimum qualifications required to successfully perform the role of Community Coordinator are as follows:

- High School diploma supplemented by post-secondary education in a relevant discipline (Kinesiology, Recreation and Leisure, Business Administration, etc.)
- 3-5 years of experience in designing and offering programs in a social environment
- Valid New Brunswick driver's license
- Knowledge of Recreation programming procedures
- Equivalent combination of education and experience may be considered.

KEY COMPETENCIES & PERSONAL ATTRIBUTES

The following skills and abilities are required:

- Effective Communication Skills
- Client Service Orientation
- Strong Interpersonal Skills
- Research Skills
- Leadership Skills
- Project Development and Budgeting

(Complete Job Description included in the Appendices)



Priority

- To build relationships to enhance our community and be responsive to change.
- To be respectful and sensitive to the needs of our community.

STRATEGIC DIRECTION

COMMUNITY DEVELOPMENT

Your work would include supporting the Community Development Committee in identifying gaps in social programs in Fundy Shores, developing a plan to improve access to services (including offering service where applicable), and working with local and provincial subject matter experts.

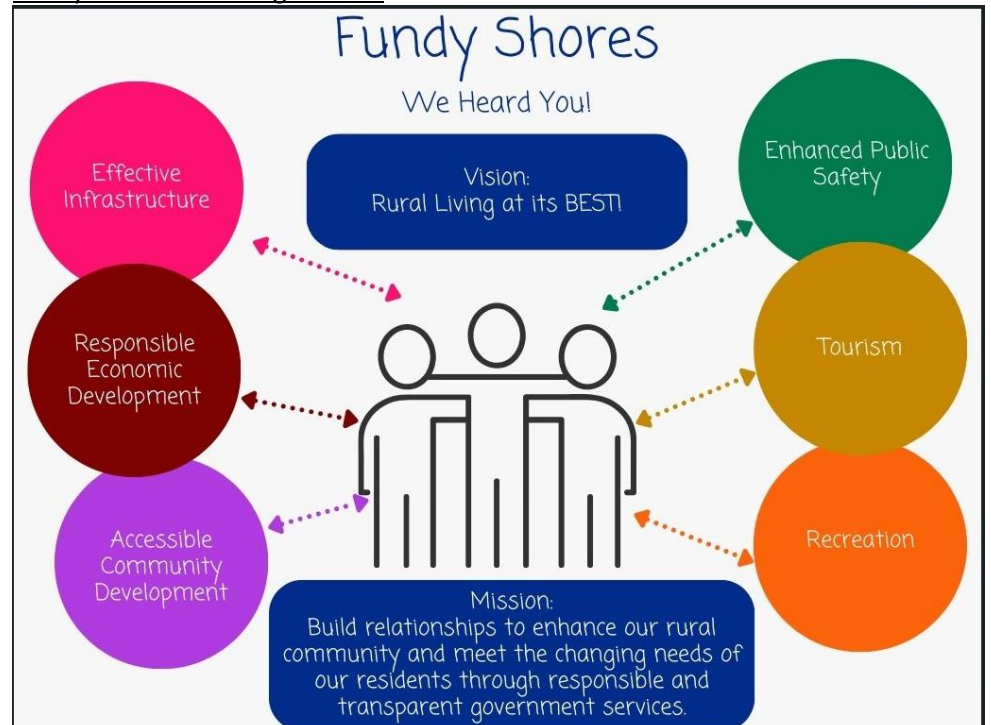
TOURISM

While working with the local Tourism Promotion Committee, you would develop an inventory of tourism assets in Fundy Shores, create promotional documents, apply for grants where applicable and help showcase our community’s natural beauty and environmental diversity.

RECREATION

Working with the Committee and Community you will provide accessible, vibrant, healthy recreation (active, passive and leisure) opportunities for individuals of all ages in Fundy Shores. This will include creating an asset map, developing plans, working with local and provincial stakeholders and when required applying for grants to support the on-going efforts of Fundy Shores.

Fundy Shores – Strategic Pillars





Current Projects
(which would be transferred, if not completed, to the Community Coordinator over time.)

- Recreation/Leisure Library
- Community Access Point
- Community Library
- Support Website Content
- Support Social Media Content



Planned 2024
Projects

- Creating a Volunteer Database
- Track & Field Day
- Community Day
- Friday Bingo
- Teen Night
- Grant Applications

BECOMING A CANDIDATE

SUBMITTING A RESUME

Should you decide this position is of interest to you, please apply in confidence to: resumes@fundyshores.ca

Or:

Rural Community of Fundy Shores
Attention: Linda Sullivan Brown, CAO
31 Malcolm Meehan Road
Musquash NB
E5J 2G2

Subject Line in email or on envelope: “Community Coordinator”

PRE-SCREENING

After the closing date of March 11, 2024 at 3:00pm resumes will be compared against the key competencies set out in the job description and against the backgrounds of other candidates. We will arrange to speak with, and/or meet with, candidates whose experience and qualifications align the most with those described in the job description (attached in the Appendices).

INTERVIEW – ROUND 1

Following the pre-screening, we will further define the group of candidates best suited to the role based on initial interviews. The interview will be used to gauge the candidate’s interest, ability, education and competencies against those listed in the job description as well as provide the candidate an opportunity to demonstrate some of those abilities and insights into our community.

INTERVIEW – ROUND 2 (FINAL INTERVIEW)

Following the first interview and discussions, if there is a plan to move forward with your candidacy, you will be invited to attend a second interview. At this interview, you will be asked to present an idea/or plan either on a project or community event. This will allow them to understand your skillset and evaluate your understanding of the community as well as the depth and breadth of the role. You will also be asked to raise any remaining questions you may have on the role and what is critically important to you on making a decision on employment, if offered the position.

REFERENCE CHECKS

If you are chosen as one of the finalists, we will conduct reference and background checks. We would request you prepare a list of individuals that can speak to your professional abilities (minimum of 4 individuals), including supervisors, peers or subordinates.

JOB OFFER

Once reference and background checks are completed the Chief Administrative Officer will choose the best candidate to fill the role of Community Coordinator for the Rural Community of Fundy Shores. A job offer will be presented to that individual.

Etiquette Regarding an Offer

We are aware of the need for professional etiquette related to this stage of offer and its acceptance. Therefore, in all cases we would like you to commit to honour a standard of professionalism:

- If the offer is extended to you, we ask that you only discuss the offer with your immediate family (if you wish) and/or any legal representation you choose. Please do not use this offer as leverage in your current employment or “shop” around for a better offer. All offers are sincere and the time and expense taken to get to this stage of the process has been to ensure the best candidate for the job, to use it otherwise, would not be deemed as a professional or respectable function of anyone’s time and the community’s money.
- If you do choose to accept the offer, we hope you treat your word as your bond. Once accepted we are then counting on you joining our small team. If you do not wish to join, that is understandable, and we would ask that you turn down the offer and withdraw as a candidate.
- We understand from that from time-to-time individuals transitioning in careers feel nervous or full of doubts, this is common and we ask that you anticipate these feelings may arise. Please process them in a healthy way and decide if this position is for you.
- If you feel any of this process or conditions are unacceptable to you, please let us know at the beginning of the process.

Appendices –

A – Job Description

JOB DESCRIPTION

Rural Community of Fundy Shores

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|----------------------|--|
| Job Title: | Community Coordinator |
| Job Type: | Full-time, Salaried |
| Salary Range: | \$20 - \$25/hour; plus employee benefits |
| Reports To: | Chief Administrative Officer (CAO) |

Job Purpose

The Community Coordinator will provide the Rural Community of Fundy Shores with a resource person for activities related to community recreation, tourism, arts and culture and events. This resource person will also be responsible for hosting/leading and assisting, as necessary, with community events and activities. In addition to the Coordinator's responsibilities, they may be required when necessary to perform the duties of Assistant Clerk, in the Clerk's absence.

Duties and Responsibilities

Under the authority of the CAO, the incumbent is responsible for organizing and promoting quality community services and activities in Fundy Shores. The following statements are intended to describe the nature and level of work being performed but may not be an exhaustive list of all the duties and responsibilities required for the position. Other duties and responsibilities may be assigned by the Chief Administrative Officer if they are deemed to be within the scope of employment.

1. Community Coordinator:

- Assess, plan, direct, offer, promote, control, and evaluate activities for all ages under the directive of the CAO, in relation to recreation, tourism, arts and culture in the community.
- Program offerings should be reflective of the various goals of the community and remain social and inclusive in nature.
- Promote active living, aging in place, social inclusion, equity, and diversity.
- Consult government agencies, local clubs, organizations, and citizens regarding community needs and related policy development, while assuring them when appropriate of our cooperation.
- Ensure the preparation and distribution of notices of community activities regularly within the community.
- Ensure the organization and management of any projects related to tourism, recreation, arts, and culture in which the Rural Community of Fundy Shores is responsible for hosting.
- Draft safety plans for events.
- Maintain good relations with community organizations/institutions and their volunteers within the boundaries of Fundy Shores to advance collaboration within the Rural Community.
- Operate and expand upon the Recreation & Leisure Library
- Where possible, understand social programs to support the public at all stages of life provided by other levels of government.
- Provide reports to government agencies, departments and other organizations as required;
- Participate in the development of various community strategies in relation to the position's responsibilities with CAO.
- Identify funding programs and coordinate requests with the CAO.
- Responsible for the preparation of promotional materials (print media or social) related to the programs offered by Fundy Shores.
- Participate in the planning of the departmental budget with CAO.
- Develop and maintain a database of community contacts, businesses and organizations within the region.

- Prepare and develop agendas and minutes of Committee meetings within their area of responsibility; and when requested by the CAO attend and support other committees of Council.
- Provide reports on activities as requested including records Management for Standing and Ad-Hoc Committees within their area of responsibility.

2. Human Resources:

- When the organizational growth allows:
 - Support, in conjunction with the CAO, the hiring of Departmental Employees to provide various services. For example: summer employees, various program providers etc.
 - Assist the CAO in drafting job descriptions for various departmental staff
 - Provide direct supervision to subordinates.
 - Conduct, under the direction/supervision of the CAO, probationary and annual reviews of subordinates and make recommendations regarding employment.

3. Assistant Clerk (In the CAO's Absence)

- Prepare and distribute agendas and minutes.
- Conduct General Main Office duties in relation to answering the phone, client services, collecting and sending the mail etc.

4. Additional Administrative and Technical Duties:

- Develop in conjunction with the CAO an annual work plan identifying projects, programs, and funding opportunities.
- Prepare an annual report for the CAO reflecting on the work plan identifying areas of success and areas where more support is needed.
- Answer Telephone, Email, Letter Mail, general office duties, etc.
- Provide assistance to the public regarding the services of the Local Government.
- Maintain records, prepare reports and compose correspondence relative to the work.
- Actively seek out grants for programs and materials to benefit the community.
- Oversee the acquisition and control of related program equipment and materials.

Qualifications

The minimum qualifications required to successfully perform the job are as follows:

- High School Diploma supplemented by post-secondary education in a relevant discipline (Kinesiology, Recreation and Leisure, Business Administration, etc.).
- 3-5 years of experience in designing and offering programs in a social environment.
- Valid New Brunswick driver's license.
- Knowledge of Recreation programming procedures.
- Equivalent combination of education and experience may be considered.

The following job certifications, diplomas or memberships would be considered an asset (training can be provided):

- Standard First Aid and CPR Certificate.
- WHMIS (Workplace Hazardous Materials Information System) Certificate.

Other:

- Own vehicle to travel to and from meetings and programs (mileage will be provided).
- Prior to employment must provide a clean criminal record check and vulnerable sector record check (renewal of this will be required periodically during the employment period).

Knowledge, Skills and Abilities

The following knowledge, skills and abilities are required:

1. Communications Skills
 - Effective communication skills, including the ability to listen actively, respond verbally in a manner that is clear and respectful, and prepare written communications that are clear and concise.
2. Client Service Orientation
 - The ability to consistently communicate in a friendly and helpful manner and respond appropriately to client inquiries, requests and complaints.

- Plan and execute age-appropriate activities that appeal to all age groups.
3. **Interpersonal Skills**
 - Teamwork and relationship-building skills including the ability to establish and maintain effective working relationships with peers, subordinates, Council members, residents, government officials, and other stakeholders.
 4. **Research and Analytical Skills**
 - Analytical and problem solving skills, including the ability to research, analyze and evaluate alternatives and develop recommendations related to departmental matters.
 - Knowledge of the principles and practices governing the planning, administration and management of community activities.
 - Understanding of project and event budgeting.
 5. **Organizational Skills**
 - Ability to accurately define and effectively address problems as they arise. Flexibility, including the ability to adapt to work effectively within a variety of situations and with various individuals or groups.
 - Planning and organizational skills, including the ability to develop and implement of community programs and activities.
 6. **Leadership Skills**
 - Be dynamic, visionary, excellent communicator, show initiative, have good judgment.
 7. **Manual Skills**
 - Skill in using office equipment, computers and software, including proficiency in Microsoft Office.
 - Skill in designing promotional materials including posters and managing social media content etc.
 - Ability to physically offer programs on behalf of the Rural Community.
 8. **Other**
 - Knowledge of occupational hazards and relevant Occupational Health and Safety Regulations;
 - Strategic thinking skills, including the ability to identify risks and opportunities, and provide sound advice that contributes to well-informed decisions making;
 - Ability to draft safety plans and budgets for events
 - Organizational commitment, including the ability to promote organization goals, set priorities to meet organizational needs, make choices and stand by decisions that benefit the long-term good of the community, and drive to achieve the overall vision and mission that Council establishes for the community;
 - Willingness to continue education;

Working Conditions

The Community Coordinator will oversee a number of programs and may have to manage multiple projects within tight timeframes and in varying environments. Hosting and or participation in community events may be periodically required on evenings, weekends and statutory holidays. These types of events will require a considerable amount of time interfacing with the public and businesses. This job can be physical in nature (depending on the activity) and require extended time on your feet walking, climbing etc., or when conducting office activities require extended sitting and time spent on computers.

Hours of Work

The employee will have flexible working hours of 35 hours a week. Work hours may include evenings, weekend and holidays depending on event and meeting schedules (schedules will be reviewed/approved by the CAO).

Conclusion

This job description is intended to convey the information essential to understand the scope of work, nature and level of work to be performed by the employee. However, this job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, responsibilities or working conditions associated with the position. Additional items may be added to the list, as long as they would naturally be occurring within the position.

Certification and Approval

Employee and Supervisor Certification

| | |
|--|--|
| <p>I certify that I have read and accepted the duties and responsibilities assigned to this position.</p> <p>_____</p> <p>Signature (Employee)</p> <p>_____</p> <p>Printed Name</p> <p>_____</p> <p>Date</p> | <p>I certify that this job description is an accurate description of the duties and responsibilities assigned to this position.</p> <p>_____</p> <p>Signature (Supervisor)</p> <p>_____</p> <p>Printed Name</p> <p>_____</p> <p>Date</p> |
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| <p>Approved by Chief Administrative Officer:</p> <p>_____</p> <p>Signature (CAO)</p> <p>_____</p> <p>Printed Name</p> <p>_____</p> <p>Date</p> | |
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