MUNICIPALITY OF THE COUNTY OF CUMBERLAND

Position Description

Parrsboro, Pugwash, Springhill
Summer Sports coordinator

Term of employment: May 4th – August 28th, 2026

Description

The Summer Sports Coordinator is responsible for overseeing all sports programming, coaching, and helping create engaging pop-ups for various communities to ensure development and implementation meet the standards of Municipality programming as well as supporting the supervisor with ongoing supervision, support, and evaluation of the Summer Program Leaders during summer programs and special community events. This includes supporting weekly Day Camp Program, various sport programs, and community-based special events and exploring potential for new programming in the future. They will be responsible to ensure that the development and implantation of all programs meet the Municipalities' highest standard of programming. The sports Coordinator must have a passion for sports, connecting residents to nature, increasing their physical activity, and be motivated to explore new opportunities within our current programs. Program development, implementation, and evaluation experience is an asset. Sports Coordinator will be required to facilitate, coach, and assist in the promotion and operation of all summer programs.

Successful candidates must be able to adapt to a fast-paced environment and be willing to work collaboratively with others. They also must be task oriented, able to work independently and have excellent time management and communication skills. Prior supervisory experience is an asset.

This position is based on a 40-hour condensed 4-day work week (Mon-Thurs). It may require evenings and, on rare occasions, weekend shifts.

The Summer Recreation Sports Coordinator will report directly to the Recreation Programmer.

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Key Outcomes and Responsibilities

- Assist in the development, creation, and implementation of the Summer Recreation Programs and events – including, but not limited to, day camps, sport programs, pop-up programs and special community events and activities.
- Work in coordination with the Recreation Programmer in the development and delivery of in-house staff training.
- Work in coordination with the Recreation Programmer and Recreation Summer Supervisor in the creation and delivery of summer program promotional materials, registration, and communication.
- Work in cooperation with the Recreation Programmer with scheduling, volunteer recruitment, registration and delivery of the summer sport programs, community programs.
- Work in cooperation with the Recreation Programmer and Recreation Summer Supervisor with scheduling, volunteer recruitment, registration, and delivery of summer day camp program and community events.
- Ensure all programs have a safe, age-appropriate delivery and approach.
- Evaluation of programs, events, and Summer Recreation Leaders.
- Budget tracking.
- Staff and volunteer scheduling.
- Assist in program delivery when needed.
- Submit bi-weekly program reports to Recreation Programmer.
- Communication between parents, municipal staff, co-workers, community members, coaches, and key stakeholders.

Qualifications and Skills

- Proficiency in Microsoft Office, Word, Excel, Power Point, Publisher, and Canva is an asset.
- Excellent time management, coordination, and communication skills.
- Ability to work independently as well as in a team environment.
- Prior supervisory experience (work or volunteer) is an asset.
- Quality conflict resolution and leadership skills.
- Positive attitude and forward-thinking skills.
- Knowledge of sports programming, specific rules and regulations, and proper techniques.
- Knowledge of child and program development, and prior work experience in programming is an asset.

Requirements

- Post-Secondary education in related field of work - or equivalent experience – is an asset
- Criminal Record Check and Child Abuse Registry Check
- Current Emergency First Aid and CPR
- Ability to legally work in Canada
- Valid driver's license and ability to travel regionally

The hourly rate is currently under review and will be at least what the rate was in 2025 ($17.11).