



MUNICIPALITY OF THE DISTRICT OF DIGBY EMPLOYMENT OPPORTUNITY Trail/Open Space Coordinator

The Municipality of the District of Digby is an engaging proactive government organization that is currently seeking a motivated employee for the position of trail/open space coordinator. The trail/open space coordinator will work closely with community trail associations to provide support and assist them with trail development and management. This role also works to achieve the interests of Council in the Open Space Strategic Plan as well as assisting in the evaluation of existing Municipal trails and properties and developing strategies to implement improvements.

The core duties and responsibilities of the position are:

- Planning and construction processes, as needed
- Coordinate a trail development plan of MODD trails
- The development of an annual budget for trail maintenance and capital
- The creation of a comprehensive signage policy for trails, both directing users to the trail heads and directional signage on the trails
- Develop a framework for a long term trails strategy
- Work with stakeholders to produce a map of trails in the Municipality of the District of Digby
- Organize workshops that will build community capacity in the areas of trail development and promotion (Safe Hiker, Trail Warden, Leave No Trace, Making Tracks, etc...)

The minimum qualifications are:

- Post-secondary education or combination of education, training and related experience
- Supervisory skills and experience
- 2 years' experience in recreation, community development or a related field

The preferred candidate must have Experience working with community organizations and facilitating community meetings, strong written and oral communication skills, strong organizational skills, and be a self-starter requiring little supervision.

Salary* and Benefits - \$39,000 - \$44,000 Medical plan and pension plan

** Commensurate with education, qualifications and experience*

A detailed position description can be obtained from the Digby Municipal Administration Office at 12548 Highway 217, Seabrook. Hours of work are Monday through Friday 8:30 am to 4:30 pm. Applications with resume made to the attention of Jeff Sunderland, Deputy CAO, will be accepted by mail at Municipality of Digby, PO Box 429, Digby, NS, B0V 1A0, by fax to 902-245-5748 or by email to jsunderland@municipality.digby.ns.ca no later than 12:00 noon May 12, 2017.