



**Physical Activity Coalition of Manitoba (PACM)
Position Description**

Project Name: "Recreation and Active Transportation, Essential for Healthy Manitoba Communities"
Title: **PACM Project Coordinator**
Accountable To: PACM Project Committee
Supervised By: PACM Chair (Manitoba Fitness Council)
Employment Status: Contract September 2010 to March 31, 2011
Effective Date: As soon as possible (September 2010)
Application Deadline: September 3rd 2010

POSITION SUMMARY

PACM is a coalition of organizations from across the province whose mission is *to support our partners in their initiatives to increase physical activity among Manitobans through collaboration, promotion and education.*

In partnership with the Manitoba Healthy Living Youth and Seniors, PACM is responsible for hiring and supervising a Coordinator to carry on the work emerging from last spring's "Active Transportation and Recreation as an Essential Service" Summit. This position will focus on attaining some the key outcomes of the summit which included:

- 1. To develop a communication and education strategy that will promote and support recreation and active transportation as essential for healthy Manitoba communities.***
- 2. To identify and develop resources that will promote and support recreation and active transportation as essential for healthy Manitoba communities.***
- 3. To raise awareness and develop collaborative partnerships, which align recreation and active transportation approaches with municipal planning and policy development (Ex. Public works Engineers, Planners,etc)***
- 4. To identify and develop communication resources that will promote and support recreation and active transportation as essential for healthy Manitoba communities.***

5. *To create a standard (benchmark) and process to recognize exemplary achievement by a municipality that has designed and implemented unique and innovative initiatives around recreation and active transportation in their communities*

DUTIES AND RESPONSIBILITIES

Project Management

Working alongside the PACM Project Committee, as directed by PACM, the Project Coordinator will be responsible for the following activities included but not limited to:

- The development of a detailed work-plan and appropriate timelines
- To research, design and development of resources as per the key outcomes outlined above.
- The development of tools that can assist rural communities in promoting, supporting and implementing an active transportation strategy
- Creating walk-able/bike-able audit tools that can be utilized in both rural and urban settings
- Enhancing the PACM Website to include more information, resources and links about active transportation, recreation and physical activity.
- Maintaining written record of project activities and be responsible for producing the project's final report for review and approval by the PACM Project Committee and the PACM Executive Committee
- Other duties as deemed necessary by the PACM Project Committee in order to meet our project objectives

THE IDEAL CANDIDATE WILL HAVE:

- Bachelor's degree or relevant training and experience in: Active Transportation, Recreation, and /or Physical Activity.
- Experience in project management, program planning and marketing and promotion.
- Working knowledge of computer programs including MS Word, MS Excel and the Internet.
- Ability to communicate effectively and prepare clear and concise written and oral reports
- Superb organizational skills
- Experience working with volunteer boards and/or committees
- Understanding, knowledge and /or experience working in a rural,remote and First Nation communities in Manitoba.
- Flexibility in hours of work, the ability to work independently as well as working in a team environment

****Ability to travel to meetings is necessary.**

SALARY

Successful Candidate:

- Will likely work an average of 20 hours per week. Contract value is \$14,000 which equates to an approximate compensation of \$25 per/hour
- This term position will end March 31, 2011

Application Process

- Applications will be received at the Manitoba Fitness Council by:
 - **Email** Attention: Stephanie Jeffrey sjeffrey@manitobafitnesscouncil.ca
 - **In Person to:** The Manitoba Fitness Council office located at 219 Provencher Blvd
 - **By Fax:** to the Manitoba Fitness Council 1-204-235-1273 or
 - **By Regular mail to:**
The Manitoba Fitness Council
Attention: Stephanie Jeffrey
219 Provencher Blvd
Winnipeg, MB
R2H 0G4
- Questions can be directed to Stephanie Jeffrey at 1-204-235-1245 or by sending an email to: sjeffrey@manitobafitnesscouncil.ca