



JOB DESCRIPTION

JOB OVERVIEW

JOB TITLE	PRO and Membership COORDINATOR
DEPARTMENT	N/A
LOCATION	Dartmouth, NS – Office & Mobile)
REPORTS TO	EXECUTIVE DIRECTOR

GENERAL JOB DESCRIPTION

The purpose of this role is to assist in streamlining organizational processes for RNS and other designated Provincial Recreation Associations and to enhance connections with the recreation sector. Additionally, the role will co-ordinate the RNS membership portfolio.

DUTIES & RESPONSIBILITIES

There are four main categories of duties and responsibilities of this position:

ORGANIZATIONAL:

- Assist the Provincial Recreation Organization (PRO) with developing an annual work plan
- Scheduling and facilitating/ supporting PRO board meetings
- Support identified PROs to develop/strengthen their organizational effectiveness and capacity
- Support and enhance the capacity of PROs to implement good governance practices
- Identify gaps in organizational processes and work to address those gaps
- Supporting and promoting program initiatives as appropriate (e.g. RNS training and education)
- Evaluate PRO's against their funding criteria and responsibilities
- Identify any professional development needs of volunteers or board members
- Coordinate RNS membership database, membership renewals etc.

FINANCIAL:

- Assist in budget development and monitoring
- Maintain designated financial tasks

MEMBERSHIP:

- Foster connections between the PRO's and the recreation sector
- Maintain current membership information and membership database
- Assist with membership outreach and sponsorship

COMMUNICATIONS:

- Support PROs in developing a comprehensive communications plan
- Support daily and on-going communication within and between PROs
- Each PRO has specific priorities and are detailed in respective workplans for each PRO, Other duties as assigned

EDUCATION & TRAINING

- Completion of a recognized diploma or degree in Recreation Management, Business or equivalent experience.

KNOWLEDGE & EXPERIENCE

- Demonstrated knowledge of the recreation sector
- Proficiency in managing organizational effectiveness processes for volunteer boards
- Knowledge of recreation organizations
- Proficient in Office 365 and database programs
- Basic knowledge of financial management tasks (recording expenses, requesting invoices)
- Experience with Project Coordination/Management skills

SKILLS & ABILITIES

- Excellent organizational skills, written and oral communication skills
- Self-directed in completing assigned tasks
- Able to work effectively in teams
- Able to lead and take directions as appropriate
- Demonstrated ability to follow through to completion of assigned tasks
- Approachable and relationship builder

WORKING CONDITIONS

WORK ENVIRONMENT	Quiet work environment; open space office area and in office / remote work option; may require lifting (max 10lbs.); occasional work from home; occasional weekend work (professional development, agency facilitated or supported conference or events). Evening and weekend work on occasions.
HOURS / SHIFTS	Full time (35 hours weekly); 9am - 4pm
SALARY	Salary scale ranging from \$39,500 - 43,500 depending on experience
BENEFITS	Health and Dental insurance (50%), 3-week vacation, matched RRSP contribution; professional development support
OTHER	Term: To start April 1, 2024. To apply with a cover letter and resume, please e-mail mseguin@recreationns.ca . Clearly state the job title in the subject line.

Applications will be accepted until Friday March 8, 2024 at midnight.