



JOB DESCRIPTION

POSITION:	Connected Community Coordinator
EFFECTIVE DATE:	April 1, 2023
DEPARTMENT:	Recreation
REPORTS TO:	Assistant Recreation Manager – Programs & Events Manager, Community Programs and Outreach; UBC Campus and Community Planning
DIRECT REPORTS	Connected Community – Program Assistant

JOB SUMMARY

This position provides recreational and educational programs to enhance community wellbeing for UBC Inspired residents including those who live in UBC student housing, Acadia Park family housing, and in the five neighborhoods of the UNA. This position will develop, coordinate and deliver programming that focusses on three key areas: inclusion and accessibility, connection through events and programs, and community empowerment and outreach.

OVERALL GOALS FOR THE POSITION

1. Develop and deliver quality programming for UNA, UBC and Acadia Communities
2. Effectively coordinate programming and events in the delivery of special projects including Walk and Roll, Project 529, etc.
3. Remain an advocate for safe and connected communities throughout the UBC Point Grey Campus

ROLES, RESPONSIBILITIES AND EXPECTATIONS

Program Coordination

- Responsible for the coordination and expansion of an anti-bike theft registration program and a safe and active school commute program in UBC student housing, Acadia Park family housing, and in the five neighborhoods of the UNA.
- Develop and implement programs and events that promote community connection, such as social programs and outdoor events.
- Coordinates a number of initiatives, events and programs such as community registration events, volunteer training and public outreach that may occur simultaneously, requiring detailed advance planning as well as the ability to react, respond, and improvise.
- Works with UNA and UBC staff to create programming surveys, analyze and report on results, and assess community needs to assist in the provision of programs.

- Develop and maintain budgets specific to initiatives and programs. Connected Community Coordinator will be given annual budget allocation from joint program funds.
- Work in liaison with on and off-campus suppliers; coordinate and participate in various meetings with campus partners; and assist with all matters of community event & program preparation and execution including follow-up, reporting and analysis after successful completion.

Program Development

- Works with community members to explore opportunities to help design and deliver light touch nighttime programming (pop-ups) to support nighttime vibrancy and safety.
- Develop events and programs that bring the UNA and Acadia communities together and promote connection.
- Works with campus partners to explore opportunities to help newcomers and others with perceived barriers become familiar and comfortable with the campus & campus services, particularly as they relate to shared/outdoor spaces (tours, etc).

Capacity Outreach and Empowerment

- Provides opportunities for leadership, skills development, and capacity building for community members through community programs and initiatives.
- Help promote volunteerism amongst residents of the UNA, UTown@UBC and Acadia Park in initiatives that enhance community safety and support connection and community.
- Actively represents the interests of the UNA as a member of the Community Grant Committee.
- Provide accessible volunteer orientations, trainings and supervision in relation to community programs.
- Work with UBC and UNA staff to design and develop and/or strengthen programming elements that foster inclusivity, cultural sensitivity, mental health and LGBTQ wellbeing.
- Create opportunities for volunteers to explore the community by connecting them with opportunities available with community partners on campus.
- Be a presence at community events and initiatives.
- Special responsibilities as assigned.

SKILLS, QUALIFICATIONS AND EXPERIENCE REQUIRED

Education requirements:

- Degree or Diploma in Physical Education, Human Kinetics, Recreation, Community Planning or Development and/or Leisure Services.

Experience requirements:

- Minimum of 2 years of experience working within and/or coordinating cultural, recreation, sport or community leisure services
- Experience in a municipal setting is preferred
- Experience in designing community centre programming.
- Specific experience in fitness and social programs and community engagement will be considered a benefit
- Experience in analyzing programming statistics and producing periodic reports for executive review

Technical knowledge, skills & abilities requirements:

- The ability to establish and maintain effective internal and external relationships that involve wide range of stakeholders
- Ability to maintain confidentiality in all matters of a sensitive, political or controversial nature including appreciation of the sensitivity of political issues affecting the UNA
- Successful completion of a criminal record check

Soft skill requirements:

- Think Strategically – Assess options and actions based on trends and conditions in the environment, and the vision and values of the UNA.
- Build Relationships – Establish and maintain effective working relationships internally and externally to achieve the goals of the UNA.
- Creativity/Innovation – Develop new and unique ways to improve operations of the UNA and to create new opportunities.
- Focus on Community Needs – Anticipate, understand, and respond to the needs of internal and external members and residents to meet or exceed their expectations within the UNA parameters.
- Plan – Determine strategies related to the role’s accountabilities to move UNA forward, sets goals, creates and implements actions plans, and evaluates the process and results.
- Lead – Positively influence others to achieve results that are in the best interest of the UNA.
- Make Decisions – Assess situations to determine the importance, urgency and risks, and make clear decisions which are timely and in the best interests of the UNA.
- Organize – Set priorities, develop a work schedule, monitor progress towards goals, and track details, data, information and activities.
- Solve Problems – Assess problem situations to identify causes, gather and process relevant information, generate possible solutions, and make recommendations and/or resolve the problem.
- Communicate Effectively – Demonstrate excellent verbal and written communication skills.
- Foster Teamwork – Work cooperatively and effectively with others to set goals, resolve problems, and make decisions that enhance effectiveness.
- Adaptability – Demonstrate flexibility, versatility and tolerance in a changing work environment while maintaining effectiveness and efficiency.
- Discretion – Understand and demonstrate ethical behaviour and business practices.