



Job Description	
Title	Active Living Facilitator
Reports to	Physical Activity & Chronic Disease Prevention Lead
Location	Napanee and Greater Area
Position Type	Full-time Contract until June 30, 2028, 35 hours/week
Salary	\$41,969 - \$49,376, annually (\$23.06-\$27.13/hour)
Start Date	July 2025

### Position Summary

The Active Living Facilitator works with clients, volunteers, and various team members to plan and implement active living programs and initiatives that promote wellness, prevent chronic disease, and build social connection—especially in rural and underserved areas. The role includes leading group exercise classes, providing individualized support for recreation goal development, and offering administrative coordination for active living activities throughout Rural Frontenac, Lennox & Addington. A key focus includes reducing isolation and increasing community connection by helping clients engage with both internal and external programs and services through social prescribing.

### Responsibilities

Key Responsibilities	Detailed Responsibilities
Program Planning & Delivery	<ul style="list-style-type: none"><li>Plan, implement, and support evaluations of active living programs in consultation with the Physical Activity &amp; Chronic Disease Prevention Lead.</li><li>Lead group exercise programs that include warm-up, strength, endurance, balance, and cool-down segments, tailored to diverse participant needs.</li><li>Meet with individual clients to develop recreation goals and personal activity plans.</li></ul>
Volunteer Coordination & Mentorship	<ul style="list-style-type: none"><li>Identify volunteer needs and collaborate with team members to recruit, onboard volunteers.</li><li>Support and mentor volunteers, including regular touch points and evaluations, as required.</li></ul>
Rural & Community Engagement	<ul style="list-style-type: none"><li>Focus outreach and programming efforts in rural communities.</li><li>Support clients in addressing isolation and fostering community connections.</li><li>Facilitate referrals and linkages to internal and external programs.</li></ul>
Administrative Support	<ul style="list-style-type: none"><li>Maintain records for group and individual sessions, including schedules and attendance.</li><li>Track and input data related to program participation and participant outcomes.</li><li>Ensure safe, accessible, and organized program environments and maintain necessary equipment.</li></ul>



### Organizational Responsibilities

- Complies with all relevant legislation and KCHC policies, including privacy laws
- Commits to acquiring an understanding of the importance of a harm reduction approach to care, trauma responsiveness and the impact of Adverse Childhood Experiences (ACEs)
- Commits to demonstrating an ongoing commitment to Equity, Diversity, Inclusion, Indigenization and Accessibility (EDIIA) by representing the diverse nature of our communities, promoting and practicing inclusion
- Supports KCHC's student and volunteer placement programs
- Promotes awareness of and participation in KCHC activities
- Demonstrated commitment to continuous learning and contributes to quality improvement initiatives
- On occasion, perform other temporary duties as required

### Basic Education and Experience Requirements

- Post secondary diploma or degree in Fitness & Lifestyle Management, Physical Education, Kinesiology, Occupational Therapy or other relevant discipline
- Registration with the Canadian Society for Exercise Physiology as a Certified Exercise Physiologist, or active registration with the Ontario College of Kinesiologists, an asset
- Certified Personal Trainer designation, an asset
- Two years of relevant experience preferred

### Knowledge, Skills and Abilities

- Knowledge of community development strategies related to physical activity.
- Ability to support and mentor volunteers.
- Knowledge of group dynamics.
- Knowledge of adult learning strategies.
- Problem solving skills (conflict resolution, trouble shooting).
- Ability to communicate the benefits of being physically active in a friendly and sensitive manner.
- Flexible, with the ability to appreciate individual capacity and potential physical limitations to being active, including influences of chronic disease.
- Physical fitness level necessary to fulfill fitness class leadership role.
- Ability to remain organized in a dynamic environment/schedule.
- Excellent interpersonal skills and a commitment to being a "team player".
- Excellent oral and written communication skills

### Competencies

**Organizational Competencies:** Accountability, Client Focus, Collaboration, Continuous Learning

**Position Competencies:** Communication, Interpersonal Skills, Teamwork, Problem Solving

### Other Requirements

- Access to a vehicle, valid driver's license and insurance is required.
- Current and satisfactory Criminal and Vulnerable Persons Check
- Ingenious cultural safety training is an asset
- French language is an asset

### Application Instructions

- Please include a cover letter clearly outlining how your skills and experiences correspond with the specific job qualifications along with your resume.
- Save all documents as a single PDF file using your own name (Last, First).
- Email to [hr@kchc.ca](mailto:hr@kchc.ca) citing reference 2025-29-KCHC in the subject line.
- Applications must be submitted to Human Resources by Sunday, June 22, 2025, at 11:59pm.



**As a registered professional, to abide by and be accountable to the ethics and standards set out by the relevant regulatory body of the profession.**

**All KCHC staff have a duty to understand and follow KCHC policies, uphold high ethical and professional standards, and maintain confidentiality and privacy, using tact and good judgment in all dealings with other staff and clients.**

**KCHC is an equal opportunity employer, respecting and embracing the needs and diversity of our employees. If you require accommodation to fully participate in the hiring process, please notify Human Resources.**