



## **ADMINISTRATIVE ASSISTANT AND RECREATION DIRECTOR**

### **TERMS OF REFERENCE – ADMINISTRATION ASSISTANT**

Administration assistant will assist the Clerk Treasurer/Event Coordinator in day-to-day operations. Assist in the marketing of events, update website, organize and file documents as required.

### **TERMS OF REFERENCE – RECREATION DIRECTOR**

The Parks and Recreation Director is responsible for managing the overall operations of the Village of Pugwash Recreation Services to include recreational programs and services, special events, and recreation facilities for the Village of Pugwash.

### **TERMS OF EMPLOYMENT**

Full time position: Monday to Friday 35 hours per week. Evenings and weekends as required.  
May - September

### **QUALIFICATIONS**

- Experience with a broad range of computer software application. Good telephone manner. Good communication and organizational skills.
- Grade 12 or equivalent or higher.
- Valid Nova Scotia Driver's License.
- Successful completion of a Vulnerable Sector (VS) check, a Nova Scotia Department of Community Services Child Abuse Registry Check and a driver's abstract.
- Excellent interpersonal and communication skills (both written and verbal). Public-speaking experience an advantage.
- Ability to build effective relationships with diverse groups.
- Work experience with people of all ages in a recreational setting.
- Work experience in community recreation and special event programming.
- Trustworthy. Self-motivator and also good team player.

# Village of Pugwash

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## RESPONSIBILITIES

- Develop policies and procedures for recreation programs, services, and facilities to be recommended to the Clerk and Treasurer.
- File and retrieve documents using established organizational systems.
- Help distribute materials as per instructions from the Clerk Treasurer.
- Coordinate marketing opportunities to promote awareness and participation in recreation programs and services, special events and recreation facilities.
- Establish objectives, priorities and long-range goals to meet community needs for recreation programs, services and facilities.
- Use evaluation techniques to determine the effectiveness of recreation programs and services.
- Establish and maintain liaisons with various community groups and organizations in matters pertaining to recreation programs, services and facility development in Pugwash. Establish partnerships with external regional community groups and/or organizations that promote recreation.
- Collaborate with neighboring municipalities in the development of facilities and in the delivery of recreation services, programs and special events; including trail and active transportation strategies.
- Monitor Pugwash recreation facilities to ensure federal, provincial and municipal safety standards are met. Report any outstanding issues to the Clerk and Treasurer.
- Keep current in changes in the field of recreation and leisure services.
- Assist other employees in the performance of their duties as required.
- The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position.

**PERSONNEL POLICIES**

**RESPONSIBLE TO: Clerk Treasurer**

Working hours: As required. This position will be dependent upon weather and growing conditions.

Lunch break: one half hour (unpaid)

Any other breaks are unpaid. Employee taking any extended breaks will be required to add that time to the end of their working day or lose that time.

Employee is expected to maintain own time sheet and its accuracy.

Payment is weekly and by cheque.

The time sheet must be accurately filled in and signed before a cheque will be issued.

Vacation pay will be included in earnings each week, unless otherwise directed to the Clerk.

All earnings are reported by the Village to Revenue Canada. It is the employee's responsibility to claim all their own earnings to Revenue Canada.

**Workers' Compensation:** Workers' Compensation is paid by the Employer.

**Overtime:** N/A

**Physical Appearance:** Employee is expected to keep a relatively neat, clean and tidy appearance. Appropriate work clothes are to be worn, e.g. casual business attire or leisure attire appropriate to the sport in progress. Sun screen will be provided. Employees are not to smoke during working hours.

**Trust:** Must maintain the confidentiality of the Commissioners and staff of the Village of Pugwash.

**Discipline:** In the event that an employee does something to warrant a verbal warning from the Clerk, a record of that warning will be kept. If the behaviour continues, a written warning may be issued. If the employee does not comply with the direction or policy in question, their employment may be terminated.

**Termination of Employment:** Employees must give at least one weeks' notice in writing to the Village Clerk.

**Preference**

Non smoker

Driver's licence

First Aid/CPR training

## Village of Pugwash

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Send résumé and cover letter to:

Lisa Betts, Clerk Treasurer

PO Box 220, Pugwash, NS, B0K 1L0

villagecommission@pugwashvillage.com

Telephone inquiries: 902 243 2946

Application deadline: 1pm **April 10<sup>th</sup>** , 2017