



## **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. Employee must be flexible and team oriented in this fun and sometimes fast paced work environment.

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

The 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 35 hours per week. Flexible times as required and negotiated. Start date dependent on changes to current restrictions due to Covid-19. Wages: negotiable

### **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.
- Attend community meetings accompanied by, or in lieu of, Clerk as required.
- 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.
- 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.

### Preference

Non smoker

Driver's licence

First Aid/CPR training

Competent in conversational French

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: 4pm **April 27<sup>th</sup> 2020**

## PERSONNEL POLICIES – SEASONAL OFFICE/RECREATION STAFF

**RESPONSIBLE TO:** Clerk Treasurer

- Lunch break: one half hour (unpaid)
- Mid-morning/afternoon 10-15 minute paid break. Employee taking any extended breaks will be required to make up for that time or lose those wages. Time sheet is to reflect that time.
- Breaks not taken are not accumulative.
- If not able to work a shift, employee is responsible to find alternate, with Clerk's approval.
- In the event of sickness or emergency, employee must notify the Clerk as soon as possible.
- 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.
- All tools, safety equipment and resources required will be provided.
- All safety equipment provided must be used when appropriate.
- No smoking on any Village property permitted.

**Overtime:** Employee may be called in for additional hours.

Overtime rate (1.5x regular rate) does not apply until employee exceeds 48 hours in a week. Employee, with approval of Village Clerk, may use accumulated worked hours for time off.

**Physical Appearance:** Employee is expected to keep a neat, clean and tidy appearance. Dark pants/skirt/kilt/capris and white/light coloured shirt or blouse is expected. Recreation: suitable attire for the activity involved. No smoking during work hours permitted.

**Honesty:** Time sheets and cash reports must be accurate.

**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 two weeks' notice in writing to the Village Clerk.

All seasonal positions must go through the hiring process annually. Past experience as an employee of the Village, although useful, is no guarantee of future employment with the Village.