



RECREATION DIRECTOR

TERMS OF REFERENCE

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. The successful candidate will be working with all ages and abilities.

TERMS OF EMPLOYMENT

Part time position. Flexible times as required and negotiated. May include weekends and evenings. Start date dependent on changes to current restrictions due to Covid-19. Wages: \$15/hour

QUALIFICATIONS

- Grade 12 or equivalent or higher.
- Qualified instructor with an accredited organization an asset
- Excellent interpersonal and communication skills
- Physically fit
- Knowledgeable of a wide range of sports and other recreational activities
- 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 good team player.
- Competent computer skills
- In the event of been hired: completion of a Vulnerable Sector (VS) check and a Nova Scotia Department of Community Services Child Abuse Registry Check.

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.

Preference

Non smoker

Driver's licence

First Aid/CPR training

Competent in conversational French

Village of Pugwash

RESPONSIBILITIES

- Develop policies and procedures for recreation programs, services, and facilities to be recommended to the Clerk and Treasurer.
- Maintain records of programming and attendance
- 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.
- Schedule facilities to avoid conflicting with other users
- Order supplies as required
- 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 and non profit organizations 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.

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 9th 2021**

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.
- Personal phones and electronic equipment during work hours to be used in the case of emergency only
- 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. Suitable attire for the activity involved.

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.