



## **VILLAGE OF PUGWASH**

### **Recreation Director JOB DESCRIPTION**

Full time: May – August      20 - 35 hours/week

#### **OBJECTIVE:**

Develop and provide recreational activities for residents and visitors of potentially all age groups and abilities throughout the summer.

#### **RESPONSIBLE TO:**

Clerk Treasurer

#### **REQUIREMENTS:**

Physically fit

Proficient in sport skills

Knowledgeable of the rules on most major sports and games

Proficient computer skills

Good listening skills

Oral communication

Decision making

Work with others

Report writing

Organizing

High school graduation

Driver's license

Criminal Record Check (Vulnerable Sector level) from the RCMP

Ability to work unsupervised

Get along with other Village staff and visitors

#### **Preference**

Non smoker

First Aid/CPR training

## **PRIMARY RESPONSIBILITIES**

- Greet and interact with the public in a courteous and helpful manner.
- Outdoor activities include, but not limited to: tennis, volleyball, ball hockey, soccer & geocaching.
- Indoor/rainy day activities include: crafts, games
- Monitor for compliance with the established rules regarding use of facilities.
- Clean and maintain sports equipment.
- Prepare daily, weekly and end of season statistical reports.
- Keep a daily log of activities and any problems.
- Record any accident or injury and advise Clerk immediately.
- Respond to any emergency by alerting the appropriate emergency services and then only assist if capable and it is safe to do so.
- Keep an up-to-date list of emergency and staff contact numbers.
- Assist the Village Clerk with any other task that may be required (helping with Gathering of the Clans, greeting bus tour groups, helping to provide luncheons that the Village undertakes for tourism promotion, etc.)
- Participate in staff meetings (one per month)

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## **PERSONNEL POLICIES**

**RESPONSIBLE TO:** Village Clerk Treasurer

### **HOURS AND PAYROLL**

Working days: Full/Part time. Negotiable

Shifts will include weekends.

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. This must be accurately reflected on the employee's time sheet.

Lunch break and any other breaks are unpaid.

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

Payment is weekly and by cheque.

The pay period runs from Monday to Sunday. Pay cheques will be issued within a week of the end of the previous pay period.

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

**Overtime:** Overtime rates do not apply until employee exceeds 48 hours in a week.  
Rate of overtime pay or holiday pay is as described by NS Dept of Labour.

**Physical Appearance:** Employee is expected to keep a neat, clean and tidy appearance.

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

**Honesty:** Time sheets must be accurate.

**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.