



**Portugal Gove
St. Philip's**

Easter Employment Opportunities



Looking to have an Egg-citing Easter?

Deadline for Applications:

Friday March 17th, 4:00pm



Portugal Cove St. Philip's

Are you interested in working with
us for Easter?

General Information

The Town of Portugal Cove - St. Philip's is looking for you to join our Recreation Team for our Easter Camp taking place April 17th to the 21th. This program will be offered to children ages 6 - 12 (grades 1 - 6). This week will be spent enjoying the spring weather, outings and daily events. Working with the Town has great opportunities for training in various areas, along with providing experiences in teamwork, public relations, skill development and much more. If you think you're a motivated, energetic individual apply now, don't miss the deadline!

How to apply:

- Read through the job descriptions, complete the application at the end
- Submit the application along with your resume, including two references
- Applications can be submitted through email, dropped off to the Town Hall, or through mail (must be post marked March 17th, 2017)
- Only those successful in receiving an interview will be contacted

Where Can I apply?

Drop off or Mail To:

Town of Portugal Cove - St. Philip's Easter Employment
Mike Stone
Recreation Programs and Special Events Coordinator
1119 Thorburn Rd
Portugal Cove - St. Philips, NL
A1M 1T6
Email: mike.stone@pcsp.ca

ALL APPLICATIONS ARE DUE BY: FRIDAY MARCH 17TH, 2017

Employment Information:

- Must be attending secondary or post-secondary institute full time
- Leadership qualities and good communication skills
- Previous experience with children
- Valid First Aid Certificate
- Current Royal Newfoundland Constabulary (RNC) Certificate of Conduct
- Positions are based on a 40 hour work week

All positions are based subject to funding approval. Only those successful in receiving an interview will be contacted. We would like to thank you for your interest in applying with the Town of Portugal Cove – St. Philip’s.

Additional information can be found by calling Mike Stone at 728-7526, or emailing mike.stone@pcsp.ca

Program Description

Easter Camp

- The Town of Portugal Cove – St. Philip’s is happy to offer a one week Easter Camp from April 17th to April 21st. This camp will be offered to children ages 6 – 12. The program includes daily outings, guest speakers, activities all of which are planned by staff to include physical, cooperative, creative, and educational qualities.

Easter Camp Supervisor/Councillors

Responsibilities:

- Provide leadership and supervision to participants
- Plan and oversee day to day activities with programs
- Organizing activities, outings, daily schedules
- Provide a safe environment for participants in programs
- Good customer service skills and problem solving abilities
- Other assigned duties include: assisting with Town Special events

Qualifications (can be completed once successfully hired):

- Valid RNC Code of Conduct (one year expiry)
- Valid Standard First Aid
- CPR Level C
- Currently attending Post-Secondary
- Experience in planning, implementation of children’s programs
- Previous supervisory experience is required
- High Five® Principals of Healthy Child Development

Period of Employment: Monday April 17th to April 21st

Application Form

| Personal Information | | |
|----------------------|--------------|----------|
| First Name | Last Name | Initial. |
| Address: | | |
| City Town: | Postal Code: | |
| Phone: (Home) | Cell: | |
| Email: | | |
| Date of Birth: | | |

| Qualifications | | |
|--|-----|----|
| Have you ever been employed with the Town before | Yes | No |
| Valid First Aid | Yes | No |
| CPR C | Yes | No |
| RNC Code of Conduct | Yes | No |
| High Five: Principles of Healthy Child Development | Yes | No |
| Valid Driver's License | Yes | No |
| Daily Access to Vehicle | Yes | No |

| Education | | |
|-----------------------|---------|----------------------------|
| Educational Institute | Program | Degree/Diploma/Certificate |
| | | |
| | | |
| | | |

| Experience | | |
|--------------------------|------|--------|
| Previous Work Experience | Date | Duties |
| | | |
| | | |
| | | |

Experience Continued

Check off all boxes that apply, and complete the information below

- Experience in planning and running programs for children ages 4 - 12:

- Working with a person with a disability or special need

- Supervising staff , Facilitating training

- Other qualifications, experience:

Reference Information

| Reference | Relation | Contact |
|-----------|----------|---------|
| | | |
| | | |

Deadline: Friday March 17th 2017, 4:00pm

Signature

Date

- ✓ Must include a resume along with application