

SUMMER CAMP EMPLOYMENT 2019

PROGRAM DESCRIPTIONS

DAY CAMP “Camp Whaddy’a’t” - *participants born 2007-2012*

The Town of Portugal Cove-St. Philip’s offers an eight (8) week summer-long Day Camp for participants ages 7-12. The scheduled program includes daily outings, guest speakers, and all kinds of activities planned by our summer staff to promote cooperative play, weekly themes, educational experiences and much more.



KINDERSKILLS “Camp Little Gaffers” - *participants born 2013-2014*

Camp Little Gaffers is a full day program for two days per week for participants ages 4-6. The scheduled program includes age appropriate activities that are both creative and physical. Counsellors for Camp Little Gaffers will work at Camp Whaddy’a’t on the days where there is no scheduled Camp Little Gaffers.



SUMMER PROGRAMS COORDINATOR POSITION

START DATE: April 15th, with an end date in late August.

Responsibilities:

- Prepare the groundwork for the program and implement department policy
- Prepare and plan schedules for Day Camp
- Prepare public relations materials and begin registration process
- Conduct staffing interviews and assist with selection process
- Prepare and plan community events and programs
- Inventory management
- Direct management of summer staff and programs
- Liaison between summer staff and the Recreation & Community Services Department
- Prepare formative and summative evaluations for all summer staff
- Prepare final report for all summer activities and special events including recommendations
- Assist the Recreation & Community Services Department with other related duties



SUMMER CAMP EMPLOYMENT *2019*

SUMMER PROGRAMS COORDINATOR POSITION Continued

Qualifications:

- Valid RNC Code of Conduct for 2019
- Valid Standard First Aid / CPR Certificate
- Currently enrolled in post-secondary education or plan to attend in Fall
- Experience in planning and implementation of children's programs
- Prior supervisory experience
- High Five Principals of Healthy Child Development
- Valid NL driver's license and daily access to vehicle

CAMP COUNSELLOR POSITIONS

June 24th - August 23rd, 2019 (term may vary depending on program placement) ***May have a week long break from day camp to work the Killick Coast Games.***

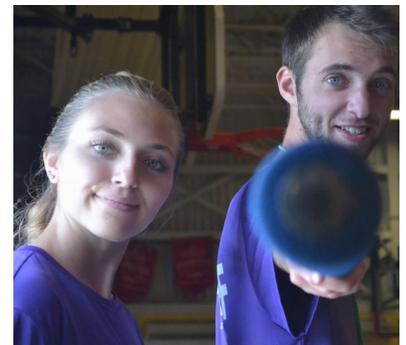
Responsibilities:

- Provide leadership and supervision to all participants
- Plan and over see day to day activities with programs
- Organize activities, outings, and daily schedules
- Provide a safe environment for all participants
- Good customer service and problem solving abilities
- Other related duties include: assisting with Town special events

Qualifications:

- Valid RNC Code of Conduct for 2019
- Valid Standard First Aid / CPR Certificate
- Currently enrolled in post-secondary education or plan to attend in Fall
- Experience in planning and implementation of children's programs
- Prior supervisory experience is required
- High Five Principals of Healthy Child Development

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Portugal Gove
St. Philip's

SUMMER CAMP EMPLOYMENT 2019

PUBLIC WORKS / MAINTENANCE POSITION

June - August 2019 (*term may vary*)

Responsibilities:

- Preparation and maintenance of all parks, fields, playgrounds, canteens, washrooms, and other recreational facilities
- Operation of equipment such as lawn mowers, aerators, trimmers, and garden tools
- Maintenance of equipment and tools, ensure in good working order
- Assist with beautification of parks, playgrounds, and recreation facilities, as well as other projects as directed
- Other related duties include: assisting with Town special events

Qualifications:

- Valid RNC Code of Conduct for 2019
- Valid Standard First Aid / CPR Certificate
- Currently enrolled in post-secondary education or plan to attend in Fall
- Experience in parks maintenance or related field, basic knowledge of turf maintenance and equipment is required

HOW TO APPLY:

Complete the application form and submit with a copy of your resume and two references to:

Mike Stone, Programs Coordinator

1119 Thorburn Road

Portugal Cove-St. Philip's, NL A1M 1T6

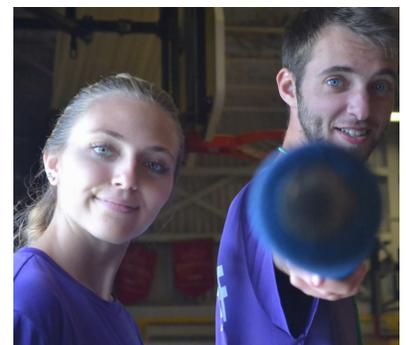
Email: Mike.Stone@pcsp.ca

DEADLINES FOR APPLICATIONS:

Summer Programs Coordinator **March 21, 2019**

All other positions **May 10, 2019**

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**Portugal Cove
St. Philip's**

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

Signature

Date

- ✓ Must include a resume along with application