## SUMMER CAMP EMPLOYMENT 2020

#### PROGRAM DESCRIPTIONS

**DAY CAMP "Camp Whaddya'at"** - participants born 2008-2013 The Town of Portugal Cove-St. Philip's offers an eight (8) week summerlong 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 2014-2015 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 Whaddya'at on the days where there is no scheduled Camp Little Gaffers.

## SUMMER PROGRAMS COORDINATOR POSITION MUST BE AVAILABLE FOR A SPRING START DATE.

**Responsibilities:** 

- Prepare the groundwork for the program and implement department policy
- Prepare and plan schedules for Camps
- 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 2020

### SUMMER PROGRAMS COORDINATOR POSITION Continued

Qualifications:

- Valid RNC Code of Conduct for 2020
- 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

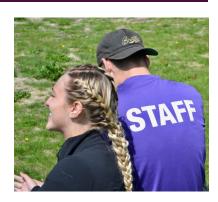
### CAMP COUNSELLOR POSITIONS

**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 2020
- 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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## SUMMER CAMP EMPLOYMENT<sub>2020</sub>

## PUBLIC WORKS / MAINTENANCE POSITION

June - August 2020 (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 2020
- 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 AIM 1T6 Email: Mike.Stone@pcsp.ca

DEADLINES FOR APPLICATIONS: March 13, 2020, 4:30pm

Thank you for your interest in the Town's camp positions, however, only those selected for an interview will be contacted.











## 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 13th 2020, 4:30pm

Date

 $\checkmark$  Must include a resume along with application