

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 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 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



SUMMER CAMP EMPLOYMENT *2020*

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 A1M 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.

pcsp.ca




**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 |
|-----------|----------|---------|
| | | |
| | | |

Deadline: Friday March 13th 2020, 4:30pm

Signature

Date

- ✓ Must include a resume along with application