

SUMMER CAMP EMPLOYMENT

PROGRAM DESCRIPTIONS

DAY CAMP “Camp Whaddy’a’t”

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

KINDERSKILLS “Camp Little Gaffers” - Camp Little Gaffers is an eight (8) week program for children in primary grades. The scheduled program includes age appropriate activities that are both creative and physical.

Due to COVID-19, the Town of Portugal Cove – St. Philip’s may have to change the nature of these job descriptions at a later date. Positions are pending Provincial guidance, program requirements and funding approval.

HOW TO APPLY:

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

Mike Stone, Recreation Coordinator

Email: Mike.Stone@pcsp.ca

DEADLINES FOR APPLICATIONS: April 7th, 2021

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



SUMMER PROGRAMS COORDINATOR POSITION

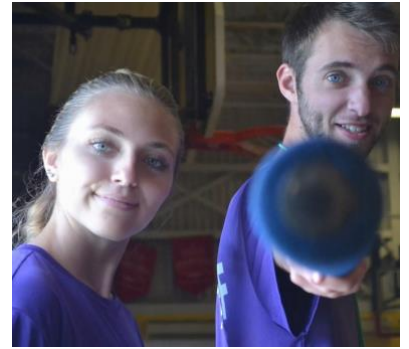
MUST BE AVAILABLE FOR A SPRING START DATE.

Responsibilities:

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

Qualifications:

- Valid RNC Code of Conduct and Vulnerable Sector Check for 2021
- Valid First Aid / CPR C Certificate (Standard or Emergency accepted)
- 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 oversee 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 and Vulnerable Sector Check for 2021
- Valid First Aid / CPR C Certificate (Standard or Emergency accepted)
- 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 Program Inclusion Councillor

The Town of Portugal Cove – St. Philips is looking for low ratio Support Workers for our summer programs.

Responsibilities:

- Provide leadership and supervision to the participant
- Provide a safe environment for the participant in the program
- Possesses good customer service skills and problem-solving abilities
- Provide limited personal care services to the participant with a wide range of disabilities
- Provide adaptations to games and activities for the participant

Qualifications:

- Experience with working with persons with disabilities
- Valid RNC Code of Conduct and Vulnerable Sector Check for 2021
- Valid First Aid / CPR C Certificate (Standard or Emergency accepted)
- Currently enrolled in post-secondary education or plan to attend in Fall
- Experience in planning and implementation of children's programs
- High Five Principals of Healthy Child Development

SUMMER CAMP EMPLOYMENT

Community Ambassador

Responsibilities:

- Clean and maintain various recreation sites and areas in the community. This includes picking up litter, clearing debris and vegetation.
- Provide awareness and education to residents and visitors in strategic locations to discourage littering.
- Promote tourism destinations in the community.
- Identify and plotting all community trails in GIS. This inventory will allow the Town to establish a base of trails that we can look to develop and maintain.
- Assist with other Recreational needs throughout the summer.

Qualifications:

- Valid First Aid and CPR C (Emergency or Standard)
- Valid RNC Code of Conduct and Vulnerable Sector Check for 2021
- Access to own vehicle
- Currently enrolled in post-secondary education, or plan to attend in the Fall
- PPE Training (provided by Town)
- Safe Cleaning Techniques (provided by Town)

Equipment Required

- Steel toe boots (to be subsidized by Town)

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/Vulnerable Sector Check*	Yes	No
High Five: Principles of Healthy Child Development*	Yes	No
Valid Driver's License (required for certain positions)	Yes	No
Daily Access to Vehicle (required for certain positions)	Yes	No

*not required to apply, but required upon successful hiring before beginning employment

Education		
Educational Institute	Program	Degree/Diploma/Certificate
Experience		
Previous Work Experience	Date	Duties
Application submitted for:		
Summer Programs Coordinator	Spring Start Date	<input type="checkbox"/>
Summer Camp Councillors	Late June - Late August	<input type="checkbox"/>
Summer Program Inclusion Councillor	Late June - Late August	<input type="checkbox"/>
Community Ambassadors	Late June - Late August	<input type="checkbox"/>

Experience Continued

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

- Experience in planning and running programs for children ages 5 - 12:

- Working with a person with a disability or special need

- Supervising staff, Facilitating training

- Other qualifications, experience:

Reference Information

Reference	Relation	Contact

Deadline: Wednesday April 7th, 4:00pm

Signature

Date

- ✓ Must include a resume along with application