

SUMMER CAMP EMPLOYMENT

PROGRAM DESCRIPTIONS

Easter Camp:

Easter Camp takes place from April 18th – 22nd, 2022. Participants will have daily physical, educational and creative experiences provided by staff. The winter season allows for a different experience than that of summer camp, participants will get to enjoy the trails in Rainbow Gully Park, snowshoeing (weather permitting) and much more.

Summer Program:

The Town of Portugal Cove-St. Philip's offers an eight (8) week program for participants in primary/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, creativity and much more.

Due to COVID-19, the Town of Portugal Cove – St. Philip's may have to change the nature of these job descriptions and program operations 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: March 18th, 2022

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:

- RNC Code of Conduct and Vulnerable Sector Check for 2022
**It is recommended to have these checks completed upon applying for positions*
- First Aid / CPR C Certificate (Standard or Emergency accepted)
- Experience in planning and implementation of children's programs
- Prior supervisory experience
- Must be able to provide Newfoundland and Labrador Vax Pass, as per the Towns Workplace COVID -19 Vaccination Policy
- High Five Principals of Healthy Child Development **see note on application form*
- Valid NL driver's license and daily access to vehicle
- Must be able to attend mandatory training starting June 27th



CAMP COUNSELLOR POSITIONS (Summer and Easter)

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:

- RNC Code of Conduct and Vulnerable Sector Check for 2022
**It is recommended to have these checks completed upon applying for positions*
- First Aid / CPR C Certificate (Standard or Emergency accepted)
- Experience in planning and implementation of children's programs
- Must be able to provide Newfoundland and Labrador Vax Pass, as per the Towns Workplace COVID -19 Vaccination Policy
- Prior supervisory experience is required
- High Five Principals of Healthy Child Development **see note on application form*
- Must be available April 13th – 14th, and 18th – 22nd for Easter Employment
- Must be able to attend mandatory training starting June 27th (for summer)

SUMMER PROGRAM INCLUSION COUNSELLORS

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 adaptations to games and activities for the participants

Qualifications:

- Experience with working with persons with disabilities
- RNC Code of Conduct and Vulnerable Sector Check for 2022
**It is recommended to have these checks completed upon applying for positions*
- First Aid / CPR C Certificate (Standard or Emergency accepted)
- Must be able to provide Newfoundland and Labrador Vax Pass, as per the Towns Workplace COVID -19 Vaccination Policy
- Experience in planning and implementation of children's programs
- High Five Principals of Healthy Child Development **see note on application form*
- Must be able to attend mandatory training starting June 27th

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:

- First Aid and CPR C (Emergency or Standard)
- RNC Code of Conduct and Vulnerable Sector Check for 2022
- Access to own vehicle
- Currently enrolled in educational program, and plan to attend in the Fall
- PPE Training (provided by Town)
- Safe Cleaning Techniques (provided by Town)
- Must be able to attend mandatory training starting June 27th

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 Counsellors	Late June - Late August	<input type="checkbox"/>
Summer Program Inclusion Counsellors	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:

- Working with a person with a disability or special need

- Supervising staff, Facilitating training

- Other qualifications, experience:

Reference Information

Reference	Relation	Contact

Deadline: March 18th, 2022 4:00pm

Signature

Date

✓ Must include a resume along with application