

# YOUTH EMPLOYMENT OPPORTUNITIES

## PROGRAM DESCRIPTIONS

2020

### **Easter Camp:**

Easter Camp takes place from April 10<sup>th</sup> to 14<sup>th</sup>, 2023.

Participants will have daily opportunities in physical, educational and creative experiences provided by staff. The winter season allows for participants to enjoy outdoor adventure on the trails in Rainbow Gully Park snowshoeing (weather permitting) and 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 outings, guest speakers, and activities of all kinds planned by our summer staff to promote cooperative play, educational experiences, creativity and 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 program requirements and funding approval.



### **HOW TO APPLY:**

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

**Mike Stone**, Recreation Coordinator

Email: [Mike.Stone@pcsp.ca](mailto:Mike.Stone@pcsp.ca)

**DEADLINES FOR APPLICATIONS: March 10th, 2023**

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



**pcsp.ca**

  
**Portugal Cove  
St. Philip's**

## **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
- Assist with 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 2023  
*\*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
- 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 26<sup>th</sup>



## **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 2023  
*\*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 is required
- High Five Principals of Healthy Child Development *\*see note on application form*
- Easter Employment must be available 10<sup>th</sup> to 14<sup>th</sup> (and selected days for training the week of April 3<sup>rd</sup> to 6<sup>th</sup>)
- Summer Employment must be able to attend mandatory training starting June 26<sup>th</sup>, through end of programming on August 25<sup>th</sup>.



## 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 2023  
*\*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
- High Five Principals of Healthy Child Development *\*see note on application form*
- Must be able to attend mandatory training starting June 26<sup>th</sup>



## 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"/>
Easter Camp Counsellors	April 10 <sup>th</sup> to 14 <sup>th</sup>	<input type="checkbox"/>

### Experience Continued

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

- ☐ Experience in planning and running programs for children:

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- ☐ Working with a person with a disability or special need

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- ☐ Supervising staff, Facilitating training

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- ☐ Other qualifications, experience:

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### Reference Information

Reference	Relation	Contact

**Deadline: March 10<sup>th</sup>, 2023 4:00pm**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

✓ Must include a resume along with application