

# WE'RE HIRING

## YOUTH EMPLOYMENT OPPORTUNITIES



### PCSP EASTER AND SUMMER CAMP 2024

**DEADLINE FOR APPLICATIONS IS MARCH 1ST, 2024 4:30 PM**

All submissions can be sent to

 Mike Stone

 [mike.stone@pcsp.ca](mailto:mike.stone@pcsp.ca)

or, dropped off to Town Hall

 1119 Thorburn Road

 Monday - Friday. 8:30 am - 4:30 pm

## **PROGRAM DESCRIPTIONS**

### **Easter Camp:**

Easter Camp takes place from April 1<sup>st</sup> to 5<sup>th</sup>. 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 including snowshoeing (weather permitting).

### **Summer Program:**

The Town of Portugal Cove-St. Philip's offers a seven (7) 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.

The Town will also be hosting the 2024 Killick Coast Games during the summer, all summer staff will be assigned to various roles that week within the games.



## **HOW TO APPLY:**

Submissions for employment need to include:

1. A copy of your resume.
2. Two letters of reference from persons who can comment on your leadership and/or volunteer experience within the last two years.
3. Completed application located on last two (2) pages of package.

All submissions are to be sent to:

Mike Stone, Recreation Coordinator

[Mike.stone@pcsp.ca](mailto:Mike.stone@pcsp.ca)

Or dropped off to:

Town of Portugal Cove – St. Philip's, Attn: Mike Stone

1119 Thorburn Road, Portugal Cove – St. Philip's



### **Important Things to Remember:**

- Positions are pending program requirements and funding approval.
- Some positions may be filled by returning staff
- Review the employment dates provided, and make sure that you are available for all listed: mandatory training dates, up to and including the end of programs.
- Due to the high volume of applications received, only those selected for an interview will be contacted.
- Applications will not be accepted after the deadline – make sure to apply early.

**DEADLINES FOR APPLICATIONS: March 1<sup>st</sup>, 2024**

## **SUMMER PROGRAMS COORDINATOR POSITION**

**MUST BE AVAILABLE FOR AN EARLY 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 2024  
*\*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 in late June.





## **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 2024  
*\*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 April 1<sup>st</sup> to 5<sup>th</sup> (and selected days for preparations)
- Summer Employment must be able to attend mandatory training starting late June, and all program weeks up to August 23<sup>rd</sup>



## Application Form

2020

Personal Information		
First Name	Last Name	Initial.
Address:		
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 (Select all that apply)		
Summer Programs Coordinator	Spring Start Date	<input type="checkbox"/>
Summer Camp Counsellors	Late June - Late August	<input type="checkbox"/>
Easter Camp Counsellors	April 1 <sup>st</sup> to April 5 <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 person(s) 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 1<sup>st</sup>, 4:30pm (NST)**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

✓ Must include a resume along with application and two letters of reference