



YOUTH EMPLOYMENT OPPORTUNITY

Killick Coast Games Assistant

**Applications due March 15th, 2024,
4:30 pm NST**

YOUTH EMPLOYMENT OPPORTUNITIES

Killick Coast Games

The Killick Coast Games are a regional multi-sport event for youth ages 11 – 17, with the focus on friendly competition and physical activity. The games offer: softball, ball hockey, basketball, soccer and cross country running over a week-long period.

The Town is seeking a motivated, well organized, energetic individual with strong leadership skills and sport knowledge to assist with the 2024 Killick Coast Games. This person should have a strong background in sports and planning, along with excellent communication skills to assist with the day to day operations of 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. Application located on page 4 of package.

All submissions are to be sent to:

Kyle McGuirk, Recreation Coordinator

Kyle.mcguirk@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 15th, 2024, 4:30pm, NST

Killick Coast Games Assistant

MUST BE AVAILABLE FOR AN EARLY SPRING START

DATE, ENDING LATE AUGUST

Under the supervision of Town Staff and the Killick Coast Games Manuel, this staff will be a mature, sports-oriented individual who will take the lead on aspects of the games.

Responsibilities:

- Prepare the groundwork for the games
- Assist with registration and generate teams for PCSP, review registrations for all athletes
- Scheduling games in all sport areas (round robin and playoffs), with weather dependent changes
- Scheduling/assigning referees to all games, along with scorekeepers
- Ordering equipment and supplies, as well as ongoing inventory management of items
- Prepare public relations materials, and liaise with community leaders
- Assist with all game related events, along with community events and programs
- Supervise summer staff during games
- Liaison between summer staff and the Recreation & Community Services Department
- Assist the Recreation & Community Services Department with other related duties
- Evening hours will be required for the duration of the game's week and other times throughout the summer.

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 sport programming and events
- Prior supervisory experience
- Experience working with youth of all ages
- Ability to solve problems as a team and independently

- High Five Principals of Healthy Child Development **see note on application form*
- Valid NL driver's license and daily access to vehicle
- Must be available for employment from May to late August







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

Experience Continued

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

- ☐ Experience in planning and running sporting programs and events:

- ☐ Working with youth of all ages:

- ☐ Supervising staff, Facilitating training

- ☐ Other qualifications, experience:

Reference Information

Reference	Relation	Contact

Deadline: March 15th, 4:30pm (NST)

Signature

Date

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