



Portugal Cove
St. Philip's



YOUTH EMPLOYMENT OPPORTUNITIES

PCSP EASTER AND SUMMER DAY CAMP 2025

Deadline for applications is March 14th, 2025.



For more information on employment opportunities
or to apply for a position, contact:
careers@pcsp.ca

Town of Portugal Cove-St. Philip's
1119 Thorburn Road, PCSP NL A1M 1T6

EASTER CAMP

Easter Camp takes place from April 21st to April 25th, 2025.

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.

POSITIONS AVAILABLE:

Camp Counsellors - multiple positions

SUMMER DAY CAMP

Summer Day Camp takes place during the months of July and August.

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

POSITIONS AVAILABLE:

Summer Programs Coordinator Camp Counsellors - multiple positions

HOW TO APPLY

Complete the application form included and send it with a copy of your resume as well as two references to:

via email: careers@pcsp.ca

**or hard copy may be dropped off at the Town Hall, 1119 Thorburn Road, from
Monday to Friday between 8:30am and 4:30pm.**

DEADLINE FOR APPLICATIONS: MARCH 14, 2025

*We do thank everyone for their interest in a position with the Town, however,
only those selected for an interview will be contacted.*

SUMMER PROGRAMS COORDINATOR POSITION

MUST BE AVAILABLE FOR A SPRING START DATE.

Responsibilities:

- Prepare groundwork for the program and implement department policy.
- Prepare and plan schedules for Day Camp.
- Prepare public relations materials and begin registration process.
- Assist with community events and programs.
- Inventory management.
- Management of summer staff and programs.
- Liaison between summer staff and the Recreation division of the 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 division of the Community Services Department with other related duties.

Qualifications:

- A clear RNC Code of Conduct and Vulnerable Sector Check for 2025. We recommend to have these checks completed upon application.
- A valid Standard or Emergency First Aid / CPR C Certificate.
- Experience in planning and implementation of programs for children.
- Prior supervisory experience.
- High Five Principles of Healthy Child Development. *see note on application form
- A valid class 5 driver's license for the province of Newfoundland and Labrador and daily access to a vehicle.
- Must be available to start employment in early spring (late April - early May), attend mandatory training beginning on June 23, and finish employment late August 2025.

DEADLINE FOR APPLICATIONS: MARCH 14, 2025



CAMP COUNSELLOR POSITIONS (Easter and Summer)

Responsibilities:

- Provide leadership and supervision to all camp participants.
- Plan and oversee day to day activities with programs.
- Organize activities, outings, and daily schedules.
- Provide a safe environment for all camp participants.
- Excellent customer service and problem-solving skills.
- Other related duties including but not limited to: assisting with Town special events.

Qualifications:

- A clear RNC Code of Conduct and Vulnerable Sector Check for 2025. We recommend to have these checks completed upon application.
- A valid Standard or Emergency First Aid / CPR C Certificate.
- Experience in planning and implementation of programs for children.
- Prior supervisory experience.
- High Five Principles of Healthy Child Development. **see note on application form*
- Easter employment must be available for April 21 to 25, with training beginning on April 18.
- Summer employment must be able to attend mandatory training beginning June 23, and available through to the end of programming on August 22, 2025.

DEADLINE FOR APPLICATIONS: MARCH 14, 2025



2025 YOUTH EMPLOYMENT OPPORTUNITIES

APPLICATION FORM

PERSONAL INFORMATION		
First Name:	Last Name:	Initial:
Address:		
City/Town:	Postal Code:	
Email:		
Date of Birth:		

QUALIFICATIONS		
Have you been employed with the Town before?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Valid First Aid certificate*	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Valid CPR C certificate*	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Clear and current RNC Code of Conduct / Vulnerable Sector Check*	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Valid NL driver's license (<i>only required for certain positions</i>)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Daily access to vehicle (<i>only required for certain positions</i>)	Yes <input type="checkbox"/>	No <input type="checkbox"/>

* Not required to apply, however, it is required prior to beginning employment for successful candidate.

APPLICATION SUBMITTED FOR		
Summer Programs Coordinator	Spring start date.	<input type="checkbox"/>
Easter Camp Counsellor	April 21 to 25, 2025	<input type="checkbox"/>
Summer Camp Counsellor	June 23 through August 22, 2025	<input type="checkbox"/>

EDUCATION		
Educational Institute	Program	Degree/Diploma/Certificate

EXPERIENCE		
Previous Work Experience	Date	Duties

2025 YOUTH EMPLOYMENT OPPORTUNITIES

EXPERIENCE CONTINUED

Check off all that apply and provide additional information.

<input type="checkbox"/>	Experience in planning and running programs for children:	 <hr/> <hr/> <hr/>
<input type="checkbox"/>	Working with a person with a disability or special need:	 <hr/> <hr/> <hr/>
<input type="checkbox"/>	Supervising staff, facilitating training:	 <hr/> <hr/> <hr/>
<input type="checkbox"/>	Other related qualifications and experience:	 <hr/> <hr/> <hr/>

REFERENCES

Reference Name:	Relationship to Applicant:	Contact Information:

Signature of Applicant


Date

Submissions will only be considered if both a completed application form and a copy of resume are included.

DEADLINE FOR APPLICATIONS: MARCH 14, 2025 at 4:30pm





 townofpcsp

 @PCSPnl

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PCSP, CA




Portugal Gove
St. Philip's