



HAMPTON
It's our nature!

Administrative Assistant

Dear Applicant:

Thank you for your interest in becoming part of the Leisure Services Team. This letter lists important information on the application process and the Leisure Services Administrative Assistant position. While you will mainly work in the Leisure Services office, please note that we do work as a team and you may be required to work in another division, as well as outside of the normal operating hours. All staff are required to be available for work on Canada Day, July 1st.

The Town of Hampton is an equal opportunity employer. It is our practice to evaluate all candidates on their ability to perform the work tasks and provide accommodation when needed. We try to match employees with their interests, abilities and future career objectives providing valuable work experience.

Our application and hiring processes are as follows:

1. Complete the Seasonal Application form and the Cover form specific to the division in which you wish to work. Should you wish to apply to more than one division, please complete an application and cover form for each for each division.
2. Please include copies of any relevant certifications that you currently hold.
3. Applications are to be submitted to the Leisure Services department no later than **4:30pm, March 29th**.
4. Interviews will be held from April 8th to April 24th. Only those selected for an interview will be contacted.
5. You will be required to have **Workplace Standard First Aid** prior to your first day of employment. You can contact the Red Cross or St. John Ambulance for dates of their courses.
6. The Leisure Services Administrative Assistant works 40 hours per week from May 13th until August 23rd. Please indicate on the form any time off that you will require this summer, i.e. family vacation, graduation, etc.
7. All seasonal staff must attend one of two **mandatory orientation** and **training** sessions either **May 25th** or **June 16th**.

If you have any concerns or need clarification of the application form or on the application process, please contact the Leisure Services Office at 832-6102. We would be happy to discuss the positions available and your application.

Take care,

Gena Fowler
Director of Leisure Services
Town of Hampton



Job Posting – Administrative Assistant

Interested applicants, provided they meet the eligibility, should submit a completed application form to Gena Fowler, Director of Leisure Services prior to the posting expiry date. Please submit via email to gena@townofhampton.ca, in person at the Leisure Services Office at 808 Main Street, or mail to P.O. Box 1066, Hampton, N.B., E5N 8H1

Job Title:	Administrative Assistant
Reports To:	Gena Fowler, Director of Leisure Services
Posting Date:	February 1, 2019
Posting Expiry Date:	March 29, 2019, 4:30pm
Anticipated Start Date:	May 13, 2019 Note that the date may change due to availability of grants
Job Summary:	The Administrative Assistant is an integral role within the Leisure Services department, assisting with the daily operations. This individual works closely with the Director of Leisure Services, the Facilities Manager and the Pool Supervisor. They provide excellent customer focused service and receptionist duties, assist with the planning, development and registration of recreation programs, facility rentals and special events including Canada Day activities.
Job Duties:	<ul style="list-style-type: none"> • Schedule recreation facilities throughout the summer months including ball fields, arena floor, community room, playing fields, and pool • Assist with managing and coordinating registration for day camps, swimming lessons, special programs and facility memberships • Assist with office operations as needed • Coordinate usage of supplies for the department and advise the supervisor when additional supplies need to be ordered • Answer the telephone and dealing with general inquiries in the office • Assist with special events sponsored by the Leisure Services Department, i.e. Canada Day Celebrations, Summer Theatre, etc. • Assist with the set up and clean-up of programs and activities, when needed • Communicate effectively with the youth, parents, peers and supervisors • Maintain equipment and complete required reports • Foster a positive public image of the department and maintain proper public relations • Assume any other relevant duties at the request of the Director of Leisure Services, Facility Manager or the Pool Supervisor
Education and Certification	<ul style="list-style-type: none"> • A minimum first year post-secondary education in a related field and experience in recreation • Knowledge of Microsoft Office, HTML, and mutli-media would be an asset • Must have current Workplace Standard First Aid



<p>Supervision and Training:</p>	<p>The Administrative Assistant reports to the Director of Leisure Services. The successful candidate must attend all necessary training sessions.</p> <p>Seasonal staff must attend one of two mandatory orientation and training sessions being held May 25th or June 16th.</p>
<p>Requirements:</p>	<ul style="list-style-type: none"> • Excellent computer skills • Ability to multitask in a fast-paced environment • Proven positive customer service skills • Previous office experience would be an asset • Able to handle issues/concerns in a positive manner • Effective organizational and program implementation skills • Energetic, friendly, and customer focused • Effective communication and interpersonal skills • Excellent math skills • Book keeping experience would be an asset • Knowledge and experience in various sports, games, and other activities is an asset • All staff are expected to follow the Town of Hampton Safety Policy and NB Occupational Health and Safety Act. <p>Fundamental Skills (communicate, manage information, use numbers, think and solve problems), Personal Management Skills (demonstrate positive attitudes and behaviours, be responsible, be adaptable, learn continuously, work safely), and Teamwork Skills (work with others, participate in projects and tasks).</p>
<p>Working Conditions:</p>	<ul style="list-style-type: none"> • This position requires 40 hours per week, between 8:00am - 4:30pm • Must be available to work Canada Day, July 1st • Must be flexible to work special events/programs on evenings and weekends • Requires work to be performed mainly indoors • Team based environment

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