



HAMPTON
It's our nature!

Administrative Assistant

Dear Applicant:

Thank you for your interest in becoming part of the Leisure Services Team. Included with this letter is an application for 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 application 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 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 30th**.
4. Interviews will be held from April 9th to April 20th. 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 14th until August 24th. 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 **April 28th** or **June 3rd**.

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:	Alex Locke, Leisure Services Coordinator
Posting Date:	February 1, 2018
Posting Expiry Date:	March 30, 2018, 4:30pm
Anticipated Start Date:	May 14, 2018 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 Leisure Services Coordinator, the Facilities Manager and the Director of Leisure Services. 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, tennis 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, Play in the Park, etc. • Assist with the set up and clean-up 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 Leisure Services Coordinator, Facility Manager or Director of Leisure Services
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 will report directly to the Leisure Services Coordinator who 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 April 28th or June 3rd.</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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Date Received: _____

Seasonal Employee Application Form – Administrative Assistant

Please complete this form in full. Applications are to be submitted to the designated person identified on the posting.

Personal Data

Name:

Mailing Address:

Telephone:

Email:

Time Off Required:

Education, Certification and Training

Highest Level completed:

Year Completed:

Name of Academic Institution:

Languages: (Please circle all that apply)

Spoken:

English

French

Other

Written:

English

French

Other

Training: (Please list any training that you have received which would be beneficial to this position)

Training:

Dates:

Certification: (Please list all current certifications, date earned, and expiry date)

Certification

Date Earned

Expiry Date

French Language Proficiency Certification
level achieved _____

Workplace Standard First Aid



Skills

Please check any of the skills that apply to you. We realize that not all skills listed will directly apply to the job listed with this application. This information will enable us to identify those with skills that could be used in other divisions and departments.

Activity coordinator

Artistic ability

Audio-visual equipment

Baseball

Basketball

Biology, interested in

Bookkeeping

Camp Counsellor

Carpentry

Cashier/sales clerk

Chemistry, interested in

Child care worker

Coaching

Computer use

Counsellor

CPR

Customer service

Dance

Drama

Drawing

Driver's license

Editing

Electrical work

Electronics

Energetic

Equipment operation

Eye for detail

Figure Skating

First Aid

Fundraising

Gardening experience

Golfing

GPS Knowledge

Graphic arts

Greenhouse worker

Gymnastics

Handcrafts

Heavy lifting

Hockey

Honesty

Horticulture

Instructing

Journalism

Lacrosse

Landscaping

Lawn maintenance

Layout and design

Lifeguard

Map reading skills

Mechanical

Music

Numeracy

Organizational skills

Photography

Plant/tree identification

Program planning

Promotions

Public relations

Receptionist/Clerical

Report writing

Sculpting/pottery

Soccer

Sports administration

Supervisory skills

Swimming

Tennis

Tour guide

Willingness to learn

Woodworking

Work in hot weather

Work with intellectually disabled

Work with physically disabled

Work with youth

Working with others



Employment and Volunteer Experience

Beginning with your most recent employer, please provide the following information about each employer. Please also include any of your volunteer work. (If additional space is required, please use an additional sheet)

Employer/Organization:

Dates of Employment:

Employer's / Organization's Address:

Job Title:

Supervisor's Name:

Job Duties:

Employer/Organization:

Dates of Employment:

Employer's / Organization's Address:

Job Title:

Supervisor's Name:

Job Duties:

Employer/Organization:

Dates of Employment:

Employer's / Organization's Address:

Job Title:

Supervisor's Name:

Job Duties:

Employer/Organization:

Dates of Employment:

Employer's / Organization's Address:

Job Title:

Supervisor's Name:

Job Duties:



References

Please list three references who are not members of your family.

Name:	Number:
Relationship:	Email address:
Name:	Number:
Relationship:	Email address:
Name:	Number:
Relationship:	Email address:

Extra

Please feel free to add any other information you think should be considered in evaluating your application.

Some positions are only available due to funding from the Federal and Provincial student grant programs.

Were you a full-time student in the spring of 2018? _____

Are you returning to full-time studies in the Fall of 2018? _____

By my signature on this application, I:

- Authorize the verification of the above information and any other necessary inquiries that may be needed to determine my suitability for employment.
- Affirm that the above information is true to the best of my knowledge.

Signature: _____

Date: _____

We encourage eligible students to register for the Summer Employment Experience Development (SEED) grant program before the **March 31st** deadline. Please visit www.NBjobs.ca/seed

From time to time we are contacted by other employers with job opportunities. If you would like us to share your information with these employers, please initial here _____