



Day Camp Counselor

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 Day Camp Counselor Position. While you will mainly work as a Day Camp Counselor, 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 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. Day Camp Counselors work 40 hours per week from June 10th until August 27th. 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 – Day Camp Counselor

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 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:	Day Camp Counselor
Reports To:	Gena Fowler, Leisure Services Director
Posting Date:	February 1, 2019
Posting Expiry Date:	March 29, 2019, 4:30pm
Anticipated Start Date:	June 10, 2019 Note that dates may change due to availability of grants
Job Summary:	The Day Camp Counselor is an enthusiastic and positive individual who enjoys working, as part of a team, in a fast-paced environment and leading children through a variety of outdoor and indoor summertime activities. As a Day Camp Counselor, you'll play an important role in providing a fun, entertaining, engaging, educational and safe environment for our campers. You will lead children between 5 to 11 years of age during weekly themed camps throughout the summer.
Job Duties:	<ul style="list-style-type: none"> • This position is responsible for the safety of children ages 5-11 • Maintain high safety standards for the youth and other staff • Plan, lead, and coordinate the campers' activities • Promote and evaluate the program • Set up and clean up the programs and activities • Communicate effectively with the youth, parents, peers and supervisors • Maintain equipment and complete required reports • Must wear supplied uniform at all times • Enforce relevant rules and procedures for the program • Foster a positive public image of the Department and maintain proper public relations • Maintain hours of work as assigned until relieved or duties are completed • Responsible for all relevant record keeping related to the program • Assist with the inspection, cleanliness and maintenance of area and equipment • Organize and lead youth activities on Canada Day • Assume any other relevant duties at the request of the Director of Leisure Services or Facilities Manager
Education and Certification	<ul style="list-style-type: none"> • High school graduate with experience in working with children is an asset • Education, Child Studies, Child Psychology, Nursing, Social Work, Kinesiology, Sport & Recreation are the preferred fields of study • Must have current Workplace Standard First Aid



<p>Supervision and Training:</p>	<p>The Day Camp Counselors will report directly to the Director of Leisure Services. Counselors receive training in child development and behavioral issues. The successful candidates 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"> • This is a front line position with both inside and outside work • Experience working with children • Demonstrated leadership skills are a must. High School leadership would be a definite asset • A team player who is willing to lead • Able to handle issues/concerns in a positive manner • Good organizational and program implementation skills • Energetic, friendly, and customer focused • Good communication and interpersonal skills • Knowledge and experience in various team sports, crafts, games, and other adventurous 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, and 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 7:30am – 6:00pm, on a rotating schedule • Must be available to work Canada Day, July 1st • Must be flexible to work special events/programs on evenings and weekends, when necessary • Requires work to be performed in both indoor and outdoor environments in a variety of weather conditions • Team based environment

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