



Day Camp Counsellor

Dear Applicant:

Thank you for your interest in becoming part of the Leisure Services Team. Included with this letter is an application to the Day Camp division. While you will mainly work as a Day Camp Counsellor, 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. Day Camp Counsellors work 40 hours per week from June 11th until August 25th. 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 – Day Camp Counsellor

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 Counsellor
Reports To:	Alex Locke, Leisure Services Coordinator
Posting Date:	February 1, 2018
Posting Expiry Date:	March 30, 2018, 4:30pm
Anticipated Start Date:	June 11, 2018 Note that dates may change due to availability of grants
Job Summary:	The Day Camp Counsellor 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 Counsellor, 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 Leisure Services Coordinator, Facility Manager or Director of Leisure Services
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 Counsellors will report directly to the Leisure Services Coordinator who reports to the Director of Leisure Services. Counsellors 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 April 28th or June 3rd.</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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Date Received: _____

Seasonal Employee Application Form – Day Camp Counsellor

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 and 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	Heavy lifting
Artistic ability	Hockey
Audio-visual equipment	Honesty
Baseball	Horticulture
Basketball	Instructing
Biology, interested in	Journalism
Bookkeeping	Lacrosse
Camp Counsellor	Landscaping
Carpentry	Lawn maintenance
Cashier/sales clerk	Layout and design
Chemistry, interested in	Lifeguard
Child care worker	Map reading skills
Coaching	Mechanical
Computer use	Music
Counsellor	Numeracy
CPR	Organizational skills
Customer service	Photography
Dance	Plant/tree identification
Drama	Program planning
Drawing	Promotions
Driver's license	Public relations
Editing	Receptionist/Clerical
Electrical work	Report writing
Electronics	Sculpting/pottery
Energetic	Soccer
Equipment operation	Sports administration
Eye for detail	Supervisory skills
Figure Skating	Swimming
First Aid	Tennis
Fundraising	Tour guide
Gardening experience	Willingness to learn
Golfing	Woodworking
GPS Knowledge	Work in hot weather
Graphic arts	Work with intellectually disabled
Greenhouse worker	Work with physically disabled
Gymnastics	Work with youth
Handcrafts	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 _____