



## Facility Coordinator

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 Facility Coordinator position. While you will mainly work in the Arena division, 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 1<sup>st</sup>.

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 29<sup>th</sup>**.
4. Interviews will be held from April 8<sup>th</sup> to April 24<sup>th</sup>. 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. This position works 40 hours per week from May 19<sup>th</sup> until August 25<sup>th</sup>. 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 25<sup>th</sup>** or **June 16<sup>th</sup>**.

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 – Facility Coordinator

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](mailto: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

<b>Job Title:</b>	Facility Coordinator
<b>Reports To:</b>	Arena Operator
<b>Posting Date:</b>	February 1, 2019
<b>Posting Expiry Date:</b>	March 29, 2019, 4:30pm
<b>Anticipated Start Date:</b>	May 19, 2018 Note that dates may change due to availability of grants
<b>Job Summary:</b>	Responsible to assist with the regular operations of the Hampton Community Centre. The Facility Coordinator will primarily be assigned to the arena division with the duties of facility maintenance, customer service and equipment operation. Other duties throughout the department may be required including parks, the pool, playgrounds, sports fields, trails, and special events. The incumbent will act with general independence and must be able to work flexible hours and weekends.
<b>Job Duties:</b>	<ul style="list-style-type: none"> <li>• Assist with the coordination and supervision of special events such as floor hockey league, lacrosse league, Canada Day Celebrations, outdoor movie nights, and other facility rentals</li> <li>• Work with full time staff on the repairs and maintenance of the Hampton Arena. These may include but are not limited to: replacing puck boards, painting facility, general repairs, creating ice, painting ice</li> <li>• Receive payment for facility rental</li> <li>• Must be able to work flexible hours</li> <li>• Assist with the inspection, cleanliness and maintenance of arena and equipment</li> <li>• General maintenance such as cleaning public areas and washrooms</li> <li>• Responsible for upkeep of equipment including its maintenance</li> <li>• Assist with other areas of the department as required</li> <li>• Assume any other relevant duties at the request of the Director of Leisure Services, Facility Manager, or the Arena Operator</li> </ul>
<b>Education and Certification</b>	<ul style="list-style-type: none"> <li>• A valid driver's license is an asset</li> <li>• Must have current Workplace Standard First Aid</li> <li>• Experience in Sport and Recreation Management or Trades –i.e. construction, plumbing, welding, painting would be an asset</li> <li>• Experience in facility maintenance and general labour skills would be an asset</li> </ul>



<p><b>Supervision and Training:</b></p>	<p>The Facility Coordinators will report directly to the Arena Operator, who reports to the Facilities Manager. The successful candidate must attend all necessary training sessions. They will be closely supervised by the Department's full time staff. The mentoring process is designed to identify areas for improvement and strategies to accomplish necessary tasks.</p> <p>Seasonal staff must attend one of two <b>mandatory orientation</b> and <b>training</b> sessions being held <b>May 25<sup>th</sup></b> or <b>June 16<sup>th</sup></b>.</p>
<p><b>Requirements:</b></p>	<ul style="list-style-type: none"> <li>• This is a front line position with both inside and outside work, the potential to deal with uncooperative customers, and heavy physical exertion</li> <li>• Training / certification in the operation and maintenance of Town equipment</li> <li>• Related experience with green space maintenance and small equipment</li> <li>• A team player</li> <li>• Is honest, hardworking and enjoys a solid day's work</li> <li>• Energetic, friendly, and customer focused</li> <li>• Effective communication and interpersonal skills in dealing with the public on a regular basis</li> <li>• All staff are expected to follow the Town Safety Policy and NB Occupational Health and Safety Act</li> <li>• Valid drivers' license would be an asset</li> </ul> <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><b>Working Conditions:</b></p>	<ul style="list-style-type: none"> <li>• This position is 40 hours per week, not all 8:00 – 4:30 pm. Must be flexible to work evenings and weekends</li> <li>• Must be available to work Canada Day celebrations</li> <li>• Requires work to be performed in both indoor and outdoor environments in a variety of weather conditions</li> <li>• Team based environment</li> </ul>

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