



Facility Coordinator

Dear Applicant:

Thank you for your interest in becoming part of the Leisure Services Team. Included with this letter is an application for 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 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 other courses.
6. This position works 40 hours per week from May 21st 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 – 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, 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:	Facility Coordinator
Reports To:	Arena Operator
Posting Date:	February 1, 2018
Posting Expiry Date:	March 30, 2018, 4:30pm
Anticipated Start Date:	May 21, 2018 Note that dates may change due to availability of grants
Job Summary:	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.
Job Duties:	<ul style="list-style-type: none"> • 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 • 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 • Receive payment for facility rental • Must be able to work flexible hours • Assist with the inspection, cleanliness and maintenance of arena and equipment • General maintenance such as cleaning public areas and washrooms • Responsible for upkeep of equipment including its maintenance • Assist with other areas of the department as required • Assume any other relevant duties at the request of the Arena Operator, Facility Manager, Leisure Services Coordinator or the Director of Leisure Services
Education and Certification	<ul style="list-style-type: none"> • A valid driver's license is an asset • Must have current Workplace Standard First Aid • Experience in Sport and Recreation Management or Trades –i.e. construction, plumbing, welding, painting would be an asset • Experience in facility maintenance and general labour skills would be an asset



<p>Supervision and Training:</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 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, the potential to deal with uncooperative customers, and heavy physical exertion • Training / certification in the operation and maintenance of Town equipment • Related experience with green space maintenance and small equipment • A team player • Is honest, hardworking and enjoys a solid day's work • Energetic, friendly, and customer focused • Effective communication and interpersonal skills in dealing with the public on a regular basis • All staff are expected to follow the Town Safety Policy and NB Occupational Health and Safety Act • Valid drivers' license would be an asset <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 is 40 hours per week, not all 8:00 – 4:30 pm. Must be flexible to work evenings and weekends • Must be available to work Canada Day celebrations • 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 – Facility Coordinator

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
 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 _____