



HAMPTON
It's our nature!

Seasonal Parks Labourer

Dear Applicant:

Thank you for your interest in becoming part of the Leisure Services Team. Included with this letter is an application to the Parks division. While you will mainly work in the Parks 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 10th 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. Depending on the position, Parks Seasonal Operators work 8-16 weeks ending August 26th. Each position will work 40 hours per week. 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 – Seasonal Parks Labourer

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:	Seasonal Parks Operator
Reports To:	Jason Sherwood, Parks Team Lead
Posting Date:	February 1, 2018
Posting Expiry Date:	March 30, 2018, 4:30pm
Anticipated Start Date:	April 23, 2017 – one position, June 18, 2017 – remaining positions Note that dates may change due to availability of grants
Job Summary:	<p>Assisting with the general maintenance of playground, green space, trails, flower beds, and sport field maintenance in the Town of Hampton. Specifically, these positions are responsible for: general maintenance including grass cutting and lining of fields; planting trees and flower beds; playground inspection and repairs; basketball court upkeep; tennis court repairs; ensuring equipment is operating in conformity with required standards; general repairs and upkeep of small equipment; foster a positive public image of the Leisure Services Department; and maintain hours of work as assigned until relieved or duties are completed.</p> <p>The Parks staff also participates in the operation and maintenance of other Leisure Services divisions such as arena, pool, tennis and basketball courts. The incumbent will act with general independence and must be able to work flexible hours and weekends.</p>
Job Duties:	<ul style="list-style-type: none"> • Responsible for assisting with the maintenance and upgrading of all green spaces in the Town including: parks, playgrounds, trails, flower beds and sport fields • General maintenance including grass cutting and lining the fields • Responsible for upkeep of equipment including maintenance • Assist with the regular inspections of all parks and playground equipment maintained by the Department and make recommendations for improvements to the Parks Team Lead • Assist with horticulture and landscaping • Assume any other relevant duties at the request of the Parks Team Lead, Facility Manager or Director of Leisure Services
Education and Certification	<ul style="list-style-type: none"> • High school students or graduates with basic mechanical aptitude • A valid driver's license is an asset • Must have current Workplace Standard First Aid



<p>Supervision and Training:</p>	<p>The Parks Labourers are supervised by the Parks Team Lead who reports to the Facilities Manager. They will receive training in their respective job duties. 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, emergency call out, the potential to deal with uncooperative customers, and heavy physical exertion • High School diploma is an asset • Training / certification in the operation and maintenance of Town equipment • Related experience with green space maintenance and small equipment • Gardening experience is an asset • A team player who is willing to lead and maximize the talents of the Parks team • Honest, hardworking and enjoys a solid day's work • Energetic, friendly, and customer focused • Good communication and interpersonal skills • Operation and maintenance of equipment and facilities used in municipal leisure programs, such as arena, swimming pool, parks, playgrounds, sports fields, is an asset • All staff are expected to follow the Town 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 is 40 hours per week, not all 8:00 – 4:30 pm. Must be flexible to work evenings and weekends, when necessary • 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 • This is a front line position with both inside and outside work, emergency call out, the potential to deal with uncooperative customers, and heavy physical exertion • Team based environment

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Date Received: _____

Seasonal Employee Application Form – Parks Labourer

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 the equipment that you have been trained to use)

Equipment:

Hours of experience:

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

Certification

French Language Proficiency Certification
level achieved _____

Workplace Standard First Aid

Date Earned

Expiry Date



Skills

Please circle 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
 Activity coordinator

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 _____