



Program / Event 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 Program/Event Coordinator position. Please note that we do work as a team and you may be required to work in other divisions, 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 other courses.
6. This position works 40 hours per week from June 11th until August 26th. 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 – Program / Event 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:	Program / Event Coordinator
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:	This position is responsible to assist with special events sponsored by the Leisure Services Department, i.e. Canada Day Celebrations, Outdoor Movies, Concert in the Park, and Summer Theatre, etc. They will also assist with programs such as tennis lessons, fundamental movement skills, bocce and pickleball. They will be involved in the development, implementation, and evaluation of events and programs. They are required to maintain any needed equipment, and report suggestions for improvements to programs and events.
Job Duties:	<ul style="list-style-type: none"> • Assist with special events sponsored by the Leisure Services Department, i.e. Canada Day Celebrations, Outdoor Movies, Summer Theatre, etc. • Plan, lead, and coordinate activities • Promote and evaluate programs and events • Set up and clean up the programs and activities • Communicate effectively with the youth, parents, peers and supervisors • Maintain equipment and complete required reports • Provide tennis court supervision and assist patrons with general inquiries about tennis, pickleball and bocce • Teach Junior tennis lessons and Adult pickle ball • Maintain courts, and nets • General maintenance of courts and area • Coordinating tournaments and league play • Promote the games of tennis, pickle ball and bocce • 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 • Responsible for all relevant record keeping related to the program • Assist with the inspection, cleanliness and maintenance of area and equipment • 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"> • Instructor certificate in Tennis • High school graduate with experience in program leadership is the desired qualifications for this position • Must have current Workplace Standard First Aid
Supervision and Training:	<p>The Program / Event Coordinator will report directly to the Leisure Services Coordinator who reports to the Director of Leisure Services. The successful candidate 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>
Requirements:	<ul style="list-style-type: none"> • Report activities on a daily basis to allow for guidance from the Coordinator. Some activities, i.e. the Outdoor Movies, may require the supervision of fulltime staff • Demonstrated leadership skills are a must. High School leadership would be a definite asset • This is a front line position with both inside and outside work, the potential to deal with uncooperative customers, and heavy physical exertion • 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, games, and other adventurous activities 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, decision making), 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>
Working Conditions:	<ul style="list-style-type: none"> • This position requires 40 hours per week, between 8:00am -11:00pm • Must be available to work Canada Day, July 1st • Must be flexible to work special events/programs on evenings and weekends • 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 – Program / Event 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)

<u>Spoken:</u> English French Other	<u>Written:</u> English French Other
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Training: (Please list the equipment that you have been trained to use)

<u>Equipment:</u>	<u>Hours of experience:</u>

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

<u>Certification</u>	<u>Date Earned</u>	<u>Expiry Date</u>
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
 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 _____