



Program / Event 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 Program/Event Coordinator position. While you will mainly work special events and programs, 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 seasonal application form and 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 29th**.
4. Interviews will be held from April 8th to April 24th. 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 26th 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 **May 25th** or **June 16th**.

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:	Gena Fowler, Director of Leisure Services
Posting Date:	February 1, 2019
Posting Expiry Date:	March 29, 2019, 4:30pm
Anticipated Start Date:	May 26, 2019 Note that dates may change due to availability of grants
Job Summary:	This key 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 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 • Assist with community events as identified by the Director of Leisure Services • Set up and clean up the programs and activities • Communicate effectively with the youth, parents, peers and supervisors • Maintain equipment and complete required reports • Assist patrons with general inquiries about pickleball and bocce • Maintain pickleball and tennis courts, and nets • General maintenance of courts and area • Promote the games of pickle ball and bocce • Must wear supplied uniform at all times • 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 Director of Leisure Services or the Facility Manager



<p>Education and Certification</p>	<ul style="list-style-type: none"> • Coaching certificate is an asset • High school graduate with experience in program leadership is the desired qualifications for this position • Must have current Workplace Standard First Aid
<p>Supervision and Training:</p>	<p>The Program / Event Coordinator will report directly 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 May 25th or June 16th.</p>
<p>Requirements:</p>	<ul style="list-style-type: none"> • Report activities on a daily basis to allow for guidance from the Director • 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 • A valid driver's license 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>
<p>Working Conditions:</p>	<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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