



Facility Coordinator

Dear Applicant:

Thank you for your interest in becoming part of the Leisure Services Team. This letter outlines the application process for the Facility Coordinator position. 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. Submit a **cover letter, resume and application** for each position in which you wish to work. Should you wish to apply to more than one position, please submit a cover letter, resume and application form for that specific position. The cover letter should outline why you are applying for the position and any experience or qualifications that would help you in the position.
2. Please include copies of any relevant certifications that you currently hold.
3. Applications are to be submitted to the Town Office no later than **4:30pm, March 31st**.
4. Interviews will be held from April 12th to April 30th. 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 course dates.
6. This position works full-time hours mid-May until late-August. 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 the two **mandatory orientation** and training days scheduled for **May 7th and 15th**.

If you have any concerns or need clarification of 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 cover letter, resume and application form to Gena Fowler, Director of Leisure Services, prior to the posting expiry date. Please submit via email info@townofhampton.ca (include your name and the position you are applying for in the subject line), in person at the Town Office at 648 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, 2021
Posting Expiry Date:	March 31, 2021, 4:30pm
Anticipated Start Date:	May 17, 2021 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, pickleball, Canada Day Celebrations, outdoor movie nights, summer concerts, 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, 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 Coordinator 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> <ul style="list-style-type: none"> • A mandatory orientation and training day will be held May 7th and May 15th • Safety training will be provided
<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 attend meetings and special events/programs on evenings and weekends • Must be available to work Canada Day celebrations • Must attend one of the two orientation and training days • 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 and include it with your cover letter and resume.

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

Some positions are only available due to funding from the Federal and Provincial student grant programs.

Were you a fulltime student in the spring of 2021? _____

Are you returning to fulltime studies in the Fall of 2021? _____

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: _____



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:

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 _____