



Seasonal Parks Horticultural Assistant

Dear Applicant:

Thank you for your interest in becoming part of the Leisure Services Team. This letter outlines the application process for a position in 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. 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 Hall 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. Depending on the position, Parks Horticultural Assistant work up to 16 weeks ending September 3rd. 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 the two **mandatory orientation** and training days scheduled for **May 7th and 15th**.

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 Horticulture Assistant

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:	Seasonal Parks Horticulture Assistant
Reports To:	Alex Eaton, Horticultural Supervisor
Posting Date:	February 1, 2021
Posting Expiry Date:	March 31, 2021, 4:30pm
Anticipated Start Date:	Various start dates beginning in late April Note that some positions are subject to availability of grants
Job Summary:	<p>Assisting with the maintenance of green houses, green spaces, flower beds, and hanging baskets in the Town of Hampton. Specifically, these positions are responsible for: general maintenance including planting trees and flower beds; assisting with creating and maintaining hanging baskets; 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 hanging baskets • General maintenance of green houses • Responsible for upkeep of equipment including maintenance • Assist with landscaping • Assume any other relevant duties at the request of the Parks Horticulture Supervisor, Parks Supervisor, 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 Horticultural Assistants are supervised by the Parks Horticulture Supervisor who reports to the Parks Supervisor. 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> <ul style="list-style-type: none"> • A mandatory orientation and training day will be held May 9th 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, emergency call out, the potential to deal with uncooperative customers, and heavy physical exertion • High School diploma is an asset • Training 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 • 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 attend meetings and special events/programs on 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 • 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 Horticultural Assistant

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)

<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		

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:

- a. Authorize the verification of the above information and any other necessary inquiries that may be needed to determine my suitability for employment.
- b. 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 _____