



Program / Event Coordinator

Dear Applicant:

Thank you for your interest in becoming part of the Leisure Services Team. This letter outlines the application process for the Program/Event 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 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. This position works 37 ½ hours per week from May 25th until September 4th. 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 – Program / Event 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:	Program / Event Coordinator
Reports To:	Gena Fowler, Director of Leisure Services
Posting Date:	February 1, 2021
Posting Expiry Date:	March 31, 2021, 4:30pm
Anticipated Start Date:	May 25, 2021 Note that dates may change due to availability of grants
Job Summary:	<p>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 fundamental movement skills and pickleball activities. 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.</p> <p>This position will also back up the Leisure Services Administrative Assistant. They provide excellent customer focused service and receptionist duties as needed.</p>
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, Pickleball, etc. • Plan, lead, and coordinate activities • Promote and evaluate programs and events • Set up and clean up the programs and activities, i.e. pickleball • Communicate effectively with the youth, parents, peers and supervisors • Maintain equipment and complete required reports • Maintain courts, and nets • 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 • Assist with office operations as needed • Answer the telephone and dealing with general inquiries in the office • Assume any other relevant duties at the request of the Director of Leisure Services Leisure Services Facility Manager or Leisure Services Program Supervisor
Education and Certification	<ul style="list-style-type: none"> • High school graduate with experience in working with youth and program delivery would be desired qualifications for this position • Knowledge of Microsoft Office and multi-media would be an asset • 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> <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"> • They will report activities on a daily basis to allow for guidance from the Director. 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 • Good computer skills • Ability to multitask in a fast-paced environment • Excellent math 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>
<p>Working Conditions:</p>	<ul style="list-style-type: none"> • This position requires 37 ½ 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 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
 French Language Proficiency Certification
 level achieved _____
 Workplace Standard First Aid

Date Earned

Expiry Date

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 _____