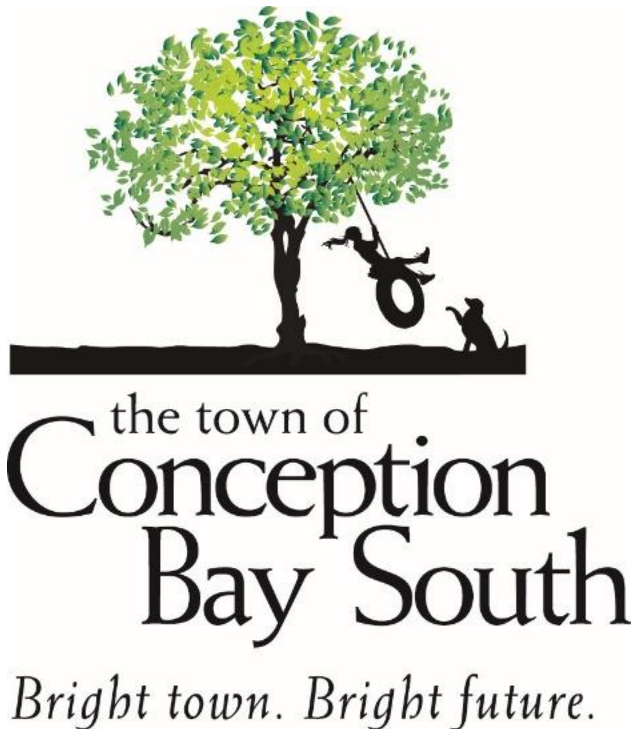


Town of Conception Bay South

Summer Employment Booklet 2019



SUMMER 2019 EMPLOYMENT OPPORTUNITIES

Why work with the Town of Conception Bay South?

Do you want to work somewhere for the summer that can be both fun and challenging? The Town of Conception Bay South offers two summer camps for children from Kindergarten to Grade 6. The Town is looking for motivated, enthusiastic, energetic individuals for their summer programs and recreational services. Working with the Town during the summer will give employees the opportunity to develop their team building skills, communication skills and to contribute to their community.

How do I apply?

- Applicants must be a resident of Conception Bay South.
- Complete the Town of Conception Bay South 2019 Summer Employment Application Package.
- Must be a minimum of 16 years of age as of June 1st , 2019

APPLICATION PACKAGE CHECKLIST - All applications **MUST** include:

- Summer Employment Application Form (completed)
- A current Resume with Cover Letter
- At least 1 Letter of Reference
- RNC Certificate of Conduct (dated no earlier than March 2019, must be the original)
- RNC Vulnerable Sector Check (dated no earlier than March 2019, must be the original)
- Copies of certifications/awards such as High Five, Standard First Aid, etc. (optional).

If you are applying for multiple positions, please list positions applied for in order of interest.

Applications sent by mail must be postmarked by the deadline date. Preference will be given to those submitted on or before the deadline.

How can I submit my application?

Please direct all applications to the attention of Natasha Hann, Program Supervisor.

Applications **MUST** be submitted in one of the ways below only. If you fax your application, please follow up to ensure that it was received.

**DEADLINE FOR RECEIPT OF APPLICATIONS FOR ALL
POSITIONS IS
WEDNESDAY, APRIL 3, 2019 at 4:00 PM**

Mail applications or hand deliver to:
Attn: Natasha Hann, Program Supervisor
11 Remembrance Square
P.O. Box 14040, Stn. Manuels
Conception Bay South, NL A1W 3J1

or e-mail to:
natasha.hann@conceptionbaysouth.ca

or fax to:
834-8337

INTERVIEWS: *We thank you for your interest in working with the Town of Conception Bay South, however only those selected for an interview will be contacted.*

Application packages are available at:

Conception Bay South Town Hall
Or at www.conceptionbaysouth.ca

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TRAINING INFORMATION

All students working with the Town of Conception Bay South are required to have the following training prior to the start of work

- High Five® Principles of Healthy Child Development
- Standard First Aid / CPR C / AED Training
- Applicable specific training

If training has already been completed, applicants must provide the appropriate documentation. If training has not been completed, staff have the option to complete all sessions with the Town. If an applicant is unable to make one of the sessions listed below, they are responsible for making other training arrangements on their own:

Head Staff Training – Specific: Mandatory for Head Staff	No Cost
Inclusion Staff Training – Specific: Mandatory for Inclusion and Head Staff	No Cost
General Staff Training: Mandatory for all Staff	No Cost
Standard First Aid/CPR/AED Training	\$45 plus HST
High Five Principles of Healthy Childhood Development	\$45

PROGRAM DESCRIPTION

Camp Kaleidoscope

Camp Kaleidoscope is a summer day camp program for children who have completed Kindergarten, Grade 1, Grade 2, and Grade 3 by July 2019. Throughout the summer, children are given the opportunity to participate in a number of recreation and leisure activities, such as swimming, special events, outdoor pursuits and much more! The program offers a balance between physical activity, creativity and FUN!

Camp Adventure

Camp Adventure is a summer day camp program for children/youth that have completed Grade 4, Grade 5 and Grade 6 by July 2019. The program is designed to allow children to be themselves and interact with other children/youth in a supportive environment. Throughout the summer, the children/youth participate in leadership activities, fun and exciting physical activities. All activities encourage creativity and support uniqueness.

HEAD CAMP COUNSELLOR - CAMP KALEIDOSCOPE

Role:

We are looking for an enthusiastic, well organized and creative person to work as Head Camp Counsellor for Camp Kaleidoscope. Camp Kaleidoscope is for children who have completed grades K-3. The Head Camp Counsellor will work on site to supervise and evaluate the program and staff. Responsibilities include program planning, completing daily statistics, requesting supplies, supervision and safety of participants and staff and other assigned duties.

Qualifications:

- 2019 Royal Newfoundland Constabulary (RNC) Certificate of Conduct
- 2019 Royal Newfoundland Constabulary (RNC) Vulnerable Sector Check
- A minimum of one year post-secondary education/training in a field related to children / youth (i.e. Education, Recreation, Physical Education and/or Social Sciences)
- Leadership training or experience would be an asset
- Experience supervising and evaluating staff
- Experience / training in planning and coordinating programming for children in a group setting
- Knowledge of child development and behavior management techniques
- Strong leadership and communication skills
- Candidates possessing an equivalent combination of education and experience that is deemed acceptable by the Town may be considered

Additional Qualifications:

- Basic Cardiac Life Support (CPR Level C) -valid until September 2019
- Standard First Aid -valid until September 2019
- High Five® Principles of Healthy Child Development Certification

Period of Employment:

July 2nd to August 24th, 2019

Period of employment (start and end dates) may vary according to placement in a specific program.

Mandatory Training:

Will occur June 1st – July 1st, 2019. Detailed training schedules will be provided upon hiring.

Rate of Pay: \$13.25 per hour (40 hours per week).

HEAD CAMP COUNSELLOR - CAMP ADVENTURE

Role:

We are looking for an enthusiastic, well organized and creative person to work as Head Camp Counsellor for Camp Adventure. Camp Adventure is for children/youth that have completed grades 4-6. The Head Camp Counsellor will work on site to supervise and evaluate the program and staff. Responsibilities include program planning, completing daily statistics, requesting supplies, supervision and safety of participants and staff and other assigned duties.

Qualifications:

- 2019 Royal Newfoundland Constabulary (RNC) Certificate of Conduct
- 2019 Royal Newfoundland Constabulary (RNC) Vulnerable Sector Check
- A minimum of one year post-secondary education/training in a field related to children / youth (i.e. Education, Recreation, Physical Education and/or Social Sciences)
- Leadership training or experience would be an asset
- Experience supervising and evaluating staff
- Experience / training in planning and coordinating programming for children in a group setting
- Knowledge of child development and behavior management techniques
- Strong leadership and communication skills
- Candidates possessing an equivalent combination of education and experience that is deemed acceptable by the Town may be considered

Additional Qualifications:

- Basic Cardiac Life Support (CPR Level C) -valid until September 2019
- Standard First Aid -valid until September 2019
- High Five® Principles of Healthy Child Development Certification

Period of Employment:

July 2nd to August 24th, 2019

Period of employment (start and end dates) may vary according to placement in a specific program.

Mandatory Training:

Will occur June 1st – July 1st, 2019. Detailed training schedules will be provided upon hiring

Rate of Pay: \$13.25 per hour (40 hours per week).

CAMP COUNSELLOR - CAMP KALEIDOSCOPE

Role:

Camp Counsellors at Camp Kaleidoscope must be energetic and enjoy working with children who have completed grades K-3. Duties include implementing activities as outlined by supervisors and enhancing program content through using one's own talents and experiences to bring new ideas to the program and other assigned duties. A strong sense of safety awareness, strong communication, the ability to work with the public and good problem solving ability are skills necessary for this position.

Qualifications:

- 2019 Royal Newfoundland Constabulary (RNC) Certificate of Conduct
- 2019 Royal Newfoundland Constabulary (RNC) Vulnerable Sector Check
- Leadership training or experience would be an asset
- Experience in planning and implementing programming for children in a group setting and the ability to instruct various sports activities, arts/crafts and low organized games
- Candidates possessing an equivalent combination of education and experience that is deemed acceptable by the Town may be considered

Additional Qualifications:

- Basic Cardiac Life Support (CPR Level C) -valid until September 2019
- Standard First Aid -valid until September 2019
- High Five® Principles of Healthy Child Development Certification

Period of Employment:

July 2nd to August 24th, 2019

Period of employment (start and end dates) may vary according to placement in a specific program.

Mandatory Training:

Will occur June 1st – July 1st, 2019. Detailed training schedules will be provided upon hiring.

Rate of Pay: \$11.25 per hour. There may be both part time employment at 20 hours per week and full time employment at 40 hours per week.

CAMP COUNSELLOR - CAMP ADVENTURE

Role:

Camp Counsellors at Camp Adventure must be energetic and enjoy working with children/youth that have completed grades 4-6. Duties include implementing activities as outlined by supervisors and enhancing program content through using one's own talents and experiences to bring new ideas to the program and other assigned duties. A strong sense of safety awareness, strong communication, the ability to work with the public and good problem solving ability are skills necessary for this position.

Qualifications:

- 2019 Royal Newfoundland Constabulary (RNC) Certificate of Conduct
- 2019 Royal Newfoundland Constabulary (RNC) Vulnerable Sector Check
- Leadership training or experience would be an asset
- Experience in planning and implementing programming for children in a group setting and the ability to instruct various sports activities, arts/crafts and low organized games
- Candidates possessing an equivalent combination of education and experience that is deemed acceptable by the Town may be considered

Additional Qualifications:

- Basic Cardiac Life Support (CPR Level C) -valid until September 2019
- Standard First Aid -valid until September 2019
- High Five® Principles of Healthy Child Development Certification

Period of Employment:

July 2nd to August 24th, 2019

Period of employment (start and end dates) may vary according to placement in a specific program.

Mandatory Training:

Will occur June 1st – July 1st, 2019. Detailed training schedules will be provided upon hiring.

Rate of Pay: \$11.25 per hour. There may be both part time employment at 20 hours per week and full time employment at 40 hours per week.

INCLUSION COUNSELLOR - CAMP KALEIDOSCOPE

Role:

Inclusion staff will be hired to provide support to children with disabilities who have high needs (not respite / personal care) and who require support to participate in one of the summer programs. Inclusion staff will provide support and foster inclusive experiences for children with disabilities/special needs in our children and youth recreation programs and other assigned duties. Inclusion Counsellors for Camp Kaleidoscope will work with children who have completed grades K-3.

Qualifications:

- 2019 Royal Newfoundland Constabulary (RNC) Certificate of Conduct
- 2019 Royal Newfoundland Constabulary (RNC) Vulnerable Sector Check
- A minimum of one year post-secondary education. A focus in Recreation, Therapeutic Recreation, Physical Education, Education, Early Childhood Education, Special Education, Social Work, Nursing, or Occupational Therapy, would be considered an asset
- Knowledge of various types of disabilities, hands on experience working with children / youth with disabilities, knowledge of adaptations and accessibility guidelines, and behavior management techniques (Crisis Intervention Course would be an asset)
- ABA Therapy training would be considered an asset
- Experience in planning and implementing programs for children / youth in a group setting and the ability to instruct various sports activities, arts / crafts and low organized games
- Candidates possessing an equivalent combination of education and experience that is deemed acceptable by the Town may be considered

Additional Qualifications:

- Basic Cardiac Life Support (CPR Level C) -valid until September 2019
- Standard First Aid -valid until September 2019
- High Five® Principles of Healthy Child Development Certification

Period of Employment:

July 2nd to August 24th, 2019

Period of employment (start and end dates) may vary according to placement in a specific program.

Mandatory Training:

Will occur June 1st – July 1st, 2019. Detailed training schedules will be provided upon hiring.

Rate of Pay: \$11.75 per hour (40 hours per week)

INCLUSION COUNSELLOR - CAMP ADVENTURE

Role:

Inclusion staff will be hired to provide support to children with disabilities who have high needs (not respite / personal care) and who require support to participate in one of the summer programs. Inclusion staff will provide support and foster inclusive experiences for children with disabilities / special needs in our children and youth recreation programs and other assigned duties. Inclusion Counsellors for Camp Adventure will work with children / youth that have completed grades 4-6.

Qualifications:

- 2019 Royal Newfoundland Constabulary (RNC) Certificate of Conduct
- 2019 Royal Newfoundland Constabulary (RNC) Vulnerable Sector Check
- A minimum of one year post-secondary education. A focus in Recreation, Therapeutic Recreation, Physical Education, Education, Early Childhood Education, Special Education, Social Work, Nursing, or Occupational Therapy, would be considered an asset
- Knowledge of various types of disabilities, hands on experience working with children / youth with disabilities, knowledge of adaptations and accessibility guidelines, and behavior management techniques (Crisis Intervention Course would be an asset)
- ABA Therapy training would be considered an asset
- Experience in planning and implementing programs for children / youth in a group setting and the ability to instruct various sports activities, arts / crafts and low organized games
- Candidates possessing an equivalent combination of education and experience that is deemed acceptable by the Town may be considered

Additional Qualifications:

- Basic Cardiac Life Support (CPR Level C) -valid until September 2019
- Standard First Aid -valid until September 2019
- High Five® Principles of Healthy Child Development Certification

Period of Employment:

July 2nd to August 24th, 2019

Period of employment (start and end dates) may vary according to placement in a specific program.

Mandatory Training:

Will occur June 1st – July 1st, 2019. Detailed training schedules will be provided upon hiring.

Rate of Pay: \$11.75 per hour (40 hours per week)

RECREATION ASSISTANT – RECREATION & LEISURE SERVICES

Role:

We are looking for mature, dedicated individuals with excellent communication and organization skills. The Recreation Assistants will be responsible for assisting the Program Supervisor in the planning and implementation of the two summer camps as well as Town special events. The Recreation Assistants will be responsible for the training, evaluation and on-site supervision of summer staff and other assigned duties and will report to the Program Supervisor.

Qualifications:

- 2019 Royal Newfoundland Constabulary (RNC) Certificate of Conduct
- 2019 Royal Newfoundland Constabulary (RNC) Vulnerable Sector Check
- A minimum of one year post-secondary education/training in a field related to children / youth (i.e. Education, Recreation, Physical Education and/or Social Science
- Experience supervising and evaluating staff
- Experience / training in planning and coordinating programming for children in a group setting
- Must be able to perform administrative tasks
- Strong organizational skill
- Strong leadership and communication skills
- Ability to work in fast-paced environment
- Candidates possessing an equivalent combination of education and experience that is deemed acceptable by the Town may be considered

Additional Qualifications:

- Basic Cardiac Life Support (CPR Level C) -valid until September 2019
- Standard First Aid -valid until September 2019
- High Five® Principles of Healthy Child Development Certification
- If successful, candidate will need to provide a valid, current Driver's License, a Driver's Abstract and must have daily access to a vehicle

Period of Employment:

May 13th to August 30st, 2019

Period of employment (start and end dates) may vary.

Mandatory Training:

Detailed training schedules will be provided upon hiring.

Rate of Pay: \$15.00 per hour (40 hours per week).

SPECIAL EVENTS ASSISTANT – RECREATION & LEISURE SERVICES

Role:

We are looking for a mature, dedicated individual(s) with excellent communication and organizational skills to assist the Recreation Assistants in the planning and implementation of summer camp programs and special events. The Special Events Assistant(s) will provide guidance to summer camp staff with regards to organized activities. They will be responsible for assisting in the planning of the Ball Hockey Program and be responsible for the implementation of the program and other assigned duties.

Qualifications:

- 2019 Royal Newfoundland Constabulary (RNC) Certificate of Conduct
- 2019 Royal Newfoundland Constabulary (RNC) Vulnerable Sector Check
- A minimum of one year post-secondary education/training in a field related to children / youth (i.e. Education, Recreation, Physical Education and/or Social Science)
- Experience / training in planning and coordinating programming for children in a group setting
- Must be able to perform administrative tasks
- Strong organizational skills
- Strong leadership and communication skills
- Ability to work in fast-paced environment
- Candidates possessing an equivalent combination of education and experience that is deemed acceptable by the Town may be considered

Additional Qualifications:

- Basic Cardiac Life Support (CPR Level C) -valid until September 2019
- Standard First Aid -valid until September 2019
- High Five® Principles of Healthy Child Development Certification
- If successful, candidate will need to provide a valid, current Driver's License, a Driver's Abstract and must have daily access to a vehicle

Period of Employment:

May 13th to August 30st, 2019

Period of employment (start and end dates) may vary.

Mandatory Training:

Detailed training schedules will be provided upon hiring.

Rate of Pay: \$15.00 per hour (40 hours per week).

TOPSAIL BEACH ATTENDANT – RECREATION & LEISURE SERVICES

Role:

The position of Topsail Beach Attendant requires an individual to be a self-starter and be able to work independently without constant supervision. The individual will be responsible for the overall cleanliness of Topsail Beach Park (Bathrooms, Picnic Area, Playground Area and Fire pits) as well as familiarity with using a gas lawn mower and whipper in order to keep the park grounds neat and tidy on a regular basis. The position will require evening and weekend shifts as well as assisting with traffic control and special events when necessary. These positions report directly to the Facilities Manager. All necessary tools and safety equipment will be supplied. **Steel toe footwear is mandatory.**

Qualifications:

- 2019 Royal Newfoundland Constabulary (RNC) Certificate of Conduct
- 2019 Royal Newfoundland Constabulary (RNC) Vulnerable Sector Check
- Experience in performing physical labor
- Must be able to follow a schedule
- Strong organizational skills
- Ability to work with the public

Additional Qualifications:

- Basic Cardiac Life Support (CPR Level C) -valid until September 2019
- Standard First Aid -valid until September 2019

Period of Employment:

June 23rd to September 1st , 2019
Period of employment (start and end dates) may vary.

Mandatory Training:

Detailed training schedules will be provided upon hiring.

Rate of Pay: \$11.75 per hour. There may be both part time employment at 20 hours per week and full time employment at 40 hours per week.