



## **We're Hiring!**

### **Town of Holyrood Summer Employment Positions**

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The Town of Holyrood is currently looking for hard-working, energetic, outgoing and responsible staff to join their 2018 Summer Team. We have a number of great opportunities available this summer. Please see a list of all positions below:

#### **Recreation Assistant**

##### Job Description

- Recreation Assistant will report directly to the Director of Recreation and Community Events.
- Planning of Summer Recreation Program and Staff Training.
- Spot supervision of Summer Day Camp and Holy Cross Park.
- Community Event/Program Planning.
- Incumbent will have the opportunity to help with the Annual Squid Festival.
- Successful candidate will be required to make weekly committee meetings.
- Will work with the Director of Recreation on the Conception Bay Centre Regional Games.
- Any other duties as required.

##### Qualifications and Experiences

- Planning, organizing and effective communication skills.
- Experience in working in a Supervisory Roll.
- Must have the ability to work in a team environment.
- Confident with Microsoft Office.
- Experience in working/volunteering for community programs and events.
- Recreation background would be an asset.
- Will require use of own vehicle throughout position
- Must be graduated or involved in Post Secondary role, certified in first aid, and a completed RCMP/RNC Code of Conduct.

#### **Camp A'hoy Manager**

##### Job Description

- Camp Manager will report to both Director of Recreation and Recreation Coordinator.
- On-site leader of complete Camp A'hoy Team.
- Incumbent will lead, conduct and perform all day to day camp activities as scheduled. - Camp Manager will be responsible for supervision of 8-12 staff at the Camp.
- Know and understand ALL emergency procedures associated with the camp program.

- Know, enforce, and follow all safety guidelines associated with the camp and all program areas. This includes but is not limited to being responsible for your campers' safety and their whereabouts at all times.
- Plan, organize and conduct various games, activities, and outings to be done daily.
- Communicate with parents/public about participant's experiences and report concerns to Camp Heads.
- Incumbent must have the ability to promote and market the camp throughout the summer.

#### Qualifications and Experiences

- Experience in supervising staff members in a child-centered setting.
- Planning and organizing skills.
- Ability to lead, plan, organize, and implement program activities.
- Experience in working with children in a supervisory role.
- Ability to work in a fast pace environment and make quick decisions.
- Must have the ability to work in a team environment.
- Must be in a Post-Secondary role, certified in first aid, and complete a RCMP/RNC Code of Conduct.

#### **Holy Cross Park Manager**

##### Job Description

- Park Manager will report to both the Director of Recreation and the Recreation Coordinator.
- On-site Manager of Holy Cross Park.
- Park Manager will be responsible for supervision of 5-6 staff
- Successful candidate will be responsible for all operations at Holy Cross Park including but not limited to the following: park gate service, canteen inventory, canteen service, money handling, park promotion, minor event planning, and park cleaning.
- Developing various park policies and procedures

##### Qualifications and Experience

- Experience in supervising, motivating, and leading staff.
- Planning and organizing skills.
- Knowledge base in Social Media and other marketing tools.
- Experience in working with children.
- Event coordinating and service skills experience.
- Knowledge in Microsoft Office.
- Business background would be an asset.
- Must be in a Post-Secondary role, certified in first aid, and complete a RCMP/RNC Code of Conduct.

## **Day Camp Counsellor/Park Attendant**

### **Job Description**

- Camp Counsellor/Park Attendant will report to both the Recreation Coordinator and Camp/Park Manager.
- Complete supervision and care of all Day Camp Campers for the entire summer.
- Plan, organize and conduct various games, arts and crafts, and outings to be done daily.
- Communicate with parents/public about participant's experiences and report concerns to Camp Heads.
- Serve customers at Holy Cross Park canteen.
- Handling money at Holy Cross Park gate and canteen.
- Assist in maintaining accurate program records including incident reports, logbook documentation, and daily attendance.
- Know and understand ALL emergency procedures associated with the camp program.
- Know, enforce, and follow all safety guidelines associated with the camp and all program areas. This includes but is not limited to being responsible for your campers' safety and their whereabouts at all times.

### **Qualifications and Experience**

- Planning, communication and organizing skills.
- Ability to lead, plan, organize, and implement program activities
- Experience in working with children and conducting various outings and activities.
- Ability to work in a fast pace environment and make quick decisions.
- Must have the ability to work in a team environment.
- Certified in first aid, and complete a RCMP/RNC Code of Conduct.
- Completion of at least Grade 10.

## **Holy Cross Park Lifeguard**

### **Job Description**

1. Reports immediately to Park Manager and Recreation Coordinator.
2. Maintains constant surveillance of patrons at Holy Cross Park; acts immediately and appropriately to secure safety of patrons in the event of emergency.
3. Provides emergency care and treatment as required until the arrival of emergency medical services.
4. Presents professional appearance and attitude at all times, and maintains a high standard of customer service.
5. Performs various duties as directed to maintain a clean and safe park.
6. Prepares and maintains appropriate activity reports.
7. Performs miscellaneous job-related duties as assigned.

## Qualifications

1. Certified in CPR/First Aid.
2. Certified Life Saving Instructor.
3. Certified Life Guard through Red Cross or National Lifeguard Service.
4. Ability to accurately handle cash and manage financial transactions; demonstrate excellent customer service skills.
5. Ability to effectively work with children of various ages, youth, seniors and individual with varying needs and abilities.
6. Criminal Record Check and Vulnerable Sectors screening.
7. Must complete a RCMP/RNC Code of Conduct.

## **CBC Regional Soccer Coordinator**

### Job Description

1. Will report directly to the Director of Recreation and Community Events.
2. The incumbent should have experience in working children (ages 3 to 16 years).
3. Must have a knowledge base about Soccer and the ability to run an effective program 4. Must possess great communication skills.
5. Must be a team-oriented person.
6. The successful candidate must show high energy and enthusiasm each day on the field.
7. Interested in teaching and coaching soccer.
8. Must be an effective communicator with participants, parents, and staff.

### Qualifications

1. Minimal 2 years working with Children in a sport environment.
2. Any technical soccer certification would be an asset
3. Must be enrolled in Post-Secondary or attending High School.
4. Certified in first aid, and complete a RCMP/RNC Code of Conduct.
5. Experience in promoting/marketing a program.