



Seasonal Programs Student Application

Hampton, P.O. Box 1066, Hampton, NB, Canada E5N 8H1
 Tel: 506-832-6065 • e-mail: info@hampton.ca

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| Job Title: | Seasonal Programs Student |
| Reports to: | Meredith Harrison, Program & Events Coordinator |
| Application Deadline: | March 31, 2023, 4:30 pm |
| Start Date: | Position runs May 29 th to September 2 nd |
| Job Summary: | This position is responsible to assist with Leisure Services events and programs. We deliver a wide range of programs and events for all ages and abilities. Collaborating with community partners to offer active public participation. This position will also back up the Leisure Services Administrative Assistant and must provide excellent customer service. |
| Job Duties: | <ul style="list-style-type: none"> • Assist with events, i.e. Canada Day Celebrations, Outdoor Movies, Pickleball, etc. • Assists in the delivery of quality programs for all participants, volunteers and staff. • Set up and clean up after programs and activities • Communicate effectively with participants, parents, peers and supervisors • Maintain equipment. • Must wear supplied uniform at all times • Monitor the implementation of program • Work to keep programs on schedule and operating smoothly • Assist with the inspection, cleanliness and maintenance of area and equipment • Assist with office operations as needed (calls and general inquiries) • Any other relevant duties at the request of the Program & Events Coordinator |
| Education and Certification | <ul style="list-style-type: none"> • Post-secondary student or High school graduate with experience working with youth and program delivery • Knowledge of recreation and sports would be an asset • Must have current Workplace Standard First Aid • A valid driver's license is an asset |
| Requirements: | <ul style="list-style-type: none"> • Team player with demonstrated leadership skills • This is a front-line position with both inside and outside work, the potential to deal with uncooperative customers, and heavy physical exertion • Able to handle issues/concerns in a positive manner • Organized, energetic, friendly, and customer focused • Good communication and interpersonal skills • Ability to multitask in a fast-paced environment • Knowledge and experience in various team sports, games, and other adventurous activities an asset • All staff are expected to follow the Town Safety Policy and NB Occupational Health and Safety Act |
| Training & Work Conditions: | <ul style="list-style-type: none"> • Position is 37.5 hours per week. Must be flexible to work days, evenings and weekends, and Canada Day • Must attend staff orientation and training Saturday, May 6th |



Date Received: _____

Seasonal Employee Application Form – Programs Student

****Please complete this form in full and include it with your cover letter and resume.**

Personal Data

Name: _____

Mailing Address: _____

Telephone: _____

Email: _____

Requested Time Off (if required): _____

Education, Certification and Training

Highest Level completed: _____

Year Completed: _____

Name of Academic Institution: _____

Languages: (Please check all that apply)

Spoken:

- English
 French
 Other (please specify) _____

Written:

- English
 French
 Other (please specify) _____

Training: (Please list any training that you have received which would be beneficial to this position)

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 Certificate Level _____ | _____ | _____ |
| 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 2023? YES ___ NO ___

Are you returning to fulltime studies in the Fall of 2023? YES ___ NO ___

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.

| | |
|---------------|----------------|
| 1. Name: | Number: |
| Relationship: | Email address: |
| 2. Name: | Number: |
| Relationship: | Email address: |
| 3. Name: | Number: |
| Relationship: | Email address: |

NEXT STEPS:

- ✓ Submit this **application** along with a **cover letter** and **resume** to hr@hampton.ca. Applications can also be delivered in person to the Town Hall, 648 Main Street, Hampton NB.
- ✓ Applications are due no later than **4:30pm, March 31st**.
- ✓ Interviews will be held in April. Only those selected for an interview will be contacted.

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.