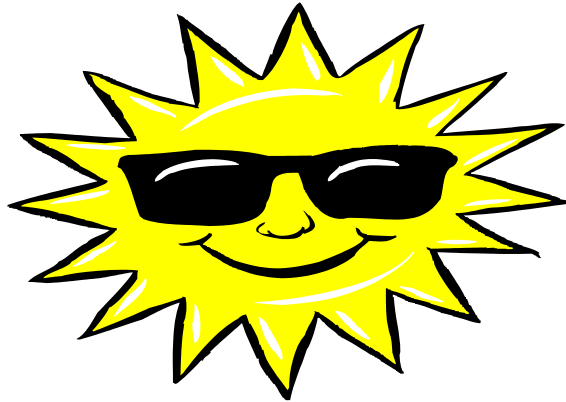


Antigonish County Recreation
Summer Job Opportunities

SUMMER



2015

Application Form Now Available On-Line!
www.antigonishcounty.ns.ca

APPLICATION DEADLINE:
Friday, March 20, 2015
4:30pm

The Municipality of the County of Antigonish



HOW TO APPLY FOR A JOB

1. Read the job descriptions listed on the following pages and decide which job(s) you are interested in and qualified for.
2. Complete the job application form. Please specify which position(s) you are applying for (**in the order of your preference**).
3. Applicants must attach copies of certificates and/or awards which are relevant to the job applied for. For example: First Aid/CPR, WHIMIS, or any aquatic certifications.
4. Mail, fax or drop off your application as follows:

Mail to: Antigonish County Recreation
RR6, 285 Beech Hill Road
Antigonish NS B2G 0B4

Fax to: (902) 863-5751

Drop off: Antigonish County Recreation Office
Municipal Building
285 Beech Hill Road, Antigonish

APPLICATION DEADLINE: 4:30pm, March 20, 2015

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All job applications due by 4:30pm, Friday, March 20, 2015

Summer Recreation

HIRING PROCEDURES

Interesting job opportunities await you at Antigonish County Recreation (a department of the Municipality of the County of Antigonish). Each job has a specific list of qualifications, but in general we are looking for the following skills and attributes:

- the ability to take initiative, maintain positive attitude & high energy.
- effective communication skills and the ability to work well with others
- leadership and the ability to motivate the group for best results

All vacant positions are filled by the most qualified candidate. In recruiting, selecting and hiring candidates, the principles of merit and fairness are maintained.

All former employees must re-apply and complete an application form.

The number of jobs available is dependent upon: budget approval; grant funding, and program registration numbers. Employment dates listed in this booklet are approximate and subject to change.

If you are offered a position you must have a Social Insurance Number(SIN) in order to get paid. If you do not already have a SIN number you should contact Human Resources Development Canada.

If you are called for an interview, please bring your proof of certifications to your job interview.

DAY CAMP COORDINATOR

weeks employment: 12 weeks (June 1 – August 21)*** plus one week during the month of May
Hours: 32 hours/week
Wage range: \$11.60 - \$12.10/hr. (depending on qualifications and experience)

Reports to: Recreation Programmer

Basic Qualifications:

- Must possess strong interpersonal, organizational and communication skills
- Experience in working with children and planning
- Minimum age for employment is 16.
- Must have daily access to transportation
- Must be registered full-time at a secondary, post secondary or vocational school during the current academic year (2014 - 2015) and returning to school full-time the upcoming academic year (2015 - 2016)

Conditions of Employment:

Current certification in Emergency First Aid , CPR & WHMIS an asset. (Successful candidates will be required to enrol in First Aid and WHMIS training opportunities if they do not hold certification). Successful completion of all summer leadership training requirements. Screening through the Police Records Check and Child Abuse Registry.

Position Summary:

- To develop, implement and evaluate a County wide day camp program in consultation with the Recreation Programmer.
- To supervise Day Camp personnel and to ensure that a successful and professional program is being implemented.
- To perform administrative tasks as required (includes budget control, public relations, etc.). To adhere to policies outlined in the staff manual and ensure that Day Camp staff does as well.
- To evaluate the program and submit a final report.
- Assist in the planning and implementation of Canada Day Celebrations and assist with other special events as required.
- Various other duties as assigned by the Recreation Director/Recreation Programmer.
- Responsible for daily duties, such as greeting participants, leading activities, ensuring the safety and enjoyment of participants, organizing equipment and supplies, preparing for activities, participating in staff meetings etc...

*** Dates are approximate and subject to change

PRE-SCHOOL PROGRAM COORDINATOR

weeks employment: 12 weeks (June 1 – August 21)*** plus 1 week during the month of May

Hours: 32 hours/week

Wage range: \$11.60 - \$12.10/hr (depending on qualifications and experience)

Reports to: Day Camp Coordinator and/or Recreation Programmer

Basic Qualifications:

- Experience in working with pre-school children and planning
- Must possess strong interpersonal, organizational and communication skills
- Minimum age for employment is 16.
- Must have daily access to transportation
- Must be registered full-time at a secondary, post secondary or vocational school during the current academic year (2014 - 2015) and returning to school full-time the upcoming academic year (2015 - 2016)

Conditions of Employment:

Current certification in Emergency First Aid, CPR & WHMIS an asset. (Successful candidates will be required to enroll in First Aid and WHMIS training opportunities if they do not hold certification). Successful completion of all summer leadership training requirements. Screening through the Police Records Check and Child Abuse Registry.

Position Summary:

- To develop, implement and evaluate a curriculum for pre-school aged children enrolled in the weekly Day Camp Programs (the curriculum is to include low organized games, arts and crafts as well as music).
- To develop, implement and evaluate a preschool/children's program (age 3-6) focused on physical literacy and fundamental movement skills.
- To ensure that play areas are kept safe and free from hazards.
- To care for and supervise children during the course of the program. Completion of daily reports as required.
- To assume the duties and responsibilities of the Day Camp Coordinator in his/her absence; as well as during the weeks when the mobile play programs are running concurrently.
- To assist with Canada Day Celebrations and other special events as required.
- Various other duties as assigned by the Recreation Director/Physical Activity Coordinator.
- To evaluate the pre-school component of the program and submit a final report. Responsible for daily duties, such as greeting participants, leading activities, ensuring the safety and enjoyment of participants, organizing equipment and supplies, preparing for activities, participating in staff meetings etc...

DAY CAMP LEADER

weeks employment: 8 weeks (June 29 – August 20) ***
Hours: Monday – Thursday (32hrs./week)
Wage range: \$10.60 - \$11.35/hr (depending on qualifications and experience)

Reports to: Day Camp Coordinator and/or Recreation Programmer

Basic Qualifications:

- Experience in working with children and planning
- Minimum age for employment is 16.
- Must have daily access to transportation
- Must be registered full-time at a secondary, post secondary or vocational school during the current academic year (2014 - 2015) and returning to school full-time the upcoming academic year (2015 - 2016)

Conditions of Employment:

Current certification in Emergency First Aid, CPR & WHMIS an asset. (Successful candidates will be required to enrol in First Aid and WHMIS training opportunities if they do not hold certification). Successful completion of all summer leadership training requirements. Screening through the Police Records Check and Child Abuse Registry.

Position Summary:

- To implement a play program for children ages 3 -12.
- To implement a curriculum for the play program which includes, but not limited to low organized games, physical activity, arts and crafts, drama and music.
- To ensure that play areas are kept safe and free from hazards.
- To care for and supervise children during the course of the program.
- Completion of daily reports as required.
- To assist with Canada Day Celebrations and other special events as required.
- To adhere to policies outlined in the staff manual. Various other duties as assigned by the Recreation Director/Recreation Programmer.
- Responsible for daily duties, such as greeting participants, leading activities, ensuring the safety and enjoyment of participants, organizing equipment and supplies, preparing for activities, participating in staff meetings etc...

*** Dates are approximate and subject to change

SWIM INSTRUCTOR (Pool)

weeks employment: July 6 - 16
of hours per week: 16 (Monday – Thursday)
Wage range: \$10.60 - 11.60 (depending on qualifications and experience)

Reports to: Aquatics Supervisor and/or Recreation Director

Basic Qualifications:

- Current Water Safety Instructor Certification or Asst. Water Safety Instructor Course
- Minimum age for employment is 15
- Must have daily access to transportation

Conditions of Employment:

Current aquatics certification. Emergency First Aid, CPR & WHMIS are an asset.
Screening through the Police Records Check and Child Abuse Registry.

Position Summary:

- To implement Red Cross Swimming Lessons and/or the Canadian Lifesaving program, depending upon the instructors qualifications.
- To teach and evaluate students enrolled in swim lessons as per the standards outlined by Red Cross and Royal Lifesaving.
- To complete administrative tasks as required (time sheets, worksheets, etc..)
- To complete and hand out progress memos and booklets on specified dates.
- To prepare lesson plans for each class.
- To adhere to policies outlined in the staff manual.
- To assist with the implementation of water safety activities, Canada Day Celebrations and other special events as required.
- Various other duties as assigned by the Recreation Director/Recreation Programmer.

*** Dates are approximate and subject to change

SWIM INSTRUCTOR/LIFEGUARDS (Pool)/DAY CAMP LEADER

In this position, successful candidates will work for 6 weeks as a Day Camp Leader and 2 weeks as a Swim Instructor between June 13 and August 21, 2014

Swim Instructor:

weeks employment:

of hours per week:

Wage range:

(Pool Learn to Swim):

2 weeks in mid summer*** - July 6 – July 16 (Monday-Thursday)

16

\$10.60 - \$11.60/hr (depending on qualifications and experience)

Day Camp Leader:

weeks employment:

of hours per week:

Wage range:

6 weeks (June 29 – August 20)

32 hours per week (Monday-Thursday)

\$10.60 - \$11.35/hr (depending on qualifications and experience)

Reports to:

Aquatics Supervisor and/or Recreation Programmer and/or
Recreation Director

Basic Qualifications:

- Minimum requirement includes current Water Safety Instructor Certification
- Minimum age for employment is 16.
- Current Standard First Aid Award or AEC & CPR Basic Rescuer (Level C)
- Experience in working with children
- Must have daily access to transportation

Conditions of Employment:

- Current certification in Emergency First Aid, CPR, & WHMIS an asset. (Successful candidates will be required to enroll in First Aid and WHMIS training opportunities if they do not hold certification).
- Successful completion of all summer leadership training requirements.
- Screening through the Police Records Check and Child Abuse Registry.

Position Summary:

See **SWIM INSTRUCTOR** job description on page 4

See **DAY CAMP LEADER** job description on page 3

*** Dates are approximate and subject to change

INCLUSION SUPPORT LEADER

weeks employment: 8 weeks (June 29 – August 20) ***
Hours: Monday – Thursday (32hrs./week)
Wage range: \$13.30 - \$13.90/hr. (depending on qualifications and experience)

Reports to: Day Camp Coordinator and/or Recreation Programmer

Position Overview

- The Inclusion Support Leader is responsible for providing one on one or one on two support to children with special needs. The leader is caring, enthusiastic and patient and integrates program participants as much as possible into the daily program itinerary. The Inclusion Support Leader must have their own transportation as they support day camp sites of Antigonish County Recreation and will move around to all our sites based on participant registrations.

General Responsibilities

- Providing one on one or one on two camper support to children with special needs.
- Communicating regularly with participants' families.
- Developing program inclusion strategies to create a successful program experience for inclusion participants.
- Act as resource to day camp staff team in terms of inclusive programming.
- Writing reports as required.
- Full and active participation in all day camp activities.
- Participation in staff meetings as required.
- Weekly introductory phone calls to assigned participant's family.
- Provide personal care as required.
- Various other duties.

Position Requirements:

- Current Standard First Aid and CPR
- Clear criminal record check with vulnerable sector screening
- Clear Child Abuse Register Screening
- Experience supporting children with special needs preferably in a recreational setting
- Positive, caring, enthusiastic, encouraging attitude
- Must have own transportation
- Mandatory participation in staff training programs
- Excellent public relation and communication skills both oral and written.
- Working towards or have completed a degree/diploma in Recreation Therapy, Disability Studies, or related discipline.

*** Dates are approximate and subject to change

ANTIGONISH COUNTY RECREATION

285 Beech Hill Road

Antigonish, NS B2G 0B4

Phone: (902)863-1141

Fax: (902)863-5751



APPLICATION FOR EMPLOYMENT

Please print clearly and answer all questions.

Name

Last Name	First Name	Initial
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Address

Street Number	Rural Route #
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City/County	Province	Postal Code
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Contact

Information

Home Phone	E-mail	Cell Phone
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Have you previously been employed with Antigonish County Recreation before? _____

If yes, when? _____ What position(s) _____

Have you ever been convicted of an offense? If so, give particulars _____

- Positions applied for:** 1. _____
(In order of preference) 2. _____
3. _____

SKILLS AND QUALIFICATIONS

List any applicable skills or qualifications for the position for which you are applying:

RECREATION BACKGROUND or COMMUNITY EDUCATION BACKGROUND

(List: Sports, Hobbies, Special Interests, Extra Curricular Activities, Volunteer Work, etc.)

EDUCATION BACKGROUND

	NAME / LOCATION OF SCHOOL	GRADE/YEAR COMPLETED	DATE GRADUATED	DEGREE
HIGH SCHOOL				
POST SECONDARY				
OTHER				

EMPLOYMENT HISTORY

DATES FROM: TO:	NAME AND ADDRESS OF EMPLOYER	SUPERVISORS NAME & TITLE	TELEPHONE #
DESCRIBE THE WORK YOU DID:			

DATES FROM: TO:	NAME AND ADDRESS OF EMPLOYER	SUPERVISORS NAME & TITLE	TELEPHONE #
DESCRIBE THE WORK YOU DID:			

DATES FROM: TO:	NAME AND ADDRESS OF EMPLOYER	SUPERVISORS NAME & TITLE	TELEPHONE #
DESCRIBE THE WORK YOU DID:			

May we contact the above mentioned employers? _____ yes _____ no

If not, include which one(s) you do not wish us to contact _____

Do you have WHIMIS Training? Yes _____ No _____ Do you have Emergency First Aid & CPR? Yes _____ No _____

If yes, please include of copy certification(s).

(Successful candidates will be provided with WHIMIS and First Aid training opportunities if they do not hold certification)

PERSONAL REFERENCES

Please give the names of 3 individuals who can refer to your job performance (excluding relatives).

NAME & OCCUPATION	ADDRESS	PHONE #
1.		
2.		
3.		

I hereby confirm that all of the contents of this application are true and accurate, and I acknowledge that the Municipality of the County of Antigonish may verify each particular. I further authorize the release to the Municipality of the County of Antigonish of any information verifying the contents of this application, including the release by any relevant police authority of information concerning any record of offenses.

Signature of Applicant: _____ Date: _____