

TOWN OF LABRADOR CITY
APPLICATION FOR SUMMER YOUTH EMPLOYMENT PROGRAM

APPLICATION DEADLINE – APRIL 30, 2024 AT 4:00 PM

IMPORTANT

The Summer Youth Employment is designed to provide employment opportunities for youth ages 15-25. Applications will be open to residents of Labrador West. If all qualifications equal, preference will be given to Labrador City residents.

To be considered for work under the Town of Labrador City Summer Youth Employment Program, all applicants **MUST ATTACH A PERSONAL RESUME and PROOF OF AGE (Drivers Licence or Birth Certificate)** together with this completed form. The resume must include the following: employment history and any special skills or qualifications that may be beneficial in being hired by various departments within the Town.

**** Please note: If you are applying for any Summer Program positions, a Criminal Records Screening Certificate and a Vulnerable Sector Check **must** be attached to the application. These can be obtained from the RNC, cost is the responsibility of the applicant.**

PLEASE PRINT

PERSONAL INFORMATION

Name _____
Principal Place of Residence (Labrador City address) _____
Postal Code _____ Home Telephone # _____
Cell Phone # _____
Email Address _____
Personal Mailing Address if different from above _____

POSITIONS AVAILABLE

The following positions **may** be available for the Summer Youth Employment Program in 2024.

The positions applied for will be used to indicate areas of interest and will not limit the applicant to these positions – Please rank the following in order of interest from 1 to 7. (1 – most preferred; 7 – least preferred)

_____ Summer Program Supervisor *	_____ Public Works Labourer
_____ Summer Program Leader *	_____ Recreation Labourer
_____ Park Patrol	_____ Fire Department Labourer
_____ Municipal Enforcement Assistant (MEO)	

All positions marked with an asterisk ‘*’ **must be accompanied by a completed “Qualifications Form” (see attached) to be considered for the position.**

EMPLOYMENT INFORMATION

Have you previously held a position with the Town? NO _____ YES _____

If you answered YES, please provide dates of employment and positions held:

FROM _____ TO _____ Position Held _____

FROM _____ TO _____ Position Held _____

“The facts set forth in my application for employment are true and complete.”

Signature of Applicant

Date

PLEASE MAIL TO:

**TOWN OF LABRADOR CITY
P.O. BOX 280
LABRADOR CITY, NL
A2V 2K5**

FAX TO: 709 – 944 – 6353

EMAIL TO: humanresources@labradorcity.ca

Or deliver to the Town Hall from 8:00 - 4:00 p.m. (Monday to Friday) prior to the deadline date of **April 30, 2024, 4:00pm.**

Summer Program Supervisor

- The primary responsibility or aim of this position is to develop and implement an exciting and challenging program for youth aged 5-12 years of age. The program is centered around active and quiet games, field trips, arts, crafts and various special events.
- Shall prepare the groundwork for the Summer Program and implement Departmental policy.
- Shall obtain venues for the various sports and activities
- Prepare the initial public relations material and begin the registration process.
- Plan Special Events.
- Responsible for student employees and programs throughout the summer.
- Prepare a formative and summative evaluation of the Summer Program Coordinator and Program Leaders.
- Prepare a final report on the summer activities and special events with suggestions and recommendations for the following year.
- Act as liaison/communication link between staff members and the program coordinator.
- Perform other related tasks.
- To assist in the implementation of weekend special events i.e. Canada Day, etc.

Summer Program Leader

- To implement and expose participants to a variety of recreational and leisure activities
- To provide opportunities for children to experience various community activities.
- To lead activities including outings or field trips and provide daily supervision of program participants.
- To assist in the completion of regular program reports (verbal or written).
- To ensure program area is a safe and positive environment for youth 5-12 years of age.
- To take daily attendance during program sessions and special events.
- To collect and forward any registration fees received to the Summer Program Coordinator.
- To establish and maintain open communication with parent(s) regarding their child and the program.
- To distribute weekly program schedules for the purpose of keeping parents informed of upcoming events and activities.
- To undergo extensive 'Staff Training'.
- To clean up equipment, facilities, and equipment rooms on daily basis.
- To ensure that all the necessary equipment and supplies are taken to the program sites.
- To report to and discuss with the supervisory staff, any issues, problems or concerns regarding the summer program.
- To provide daily feedback on program activities, special events, etc.
- To assist in the implementation of weekend special events i.e. Canada Day, Mid Summer Festival, etc.
- To assist the supervisory staff with the overall daily preparation of the facilities and organizing special events.
- To fulfill other related duties as directed by the Recreation Department.

Park Patrol

- Monitoring parks / playgrounds / beaches / walking trails
- Ensure safety & cleanliness of the park / garbage cleanup / mowing
- Check equipment daily and report any defects
- Painting of equipment / buildings
- Help with special events as required

- General clean-up of walking trails
- Remove trees and debris from the trail
- Clear brush for new sections of trail
- Chip trees and place on various parts of trail

Public Works Labourer

- Sweeping of lawns and sidewalks
- Cutting and raking of grass
- Signage
- Garbage pick-up
- General maintenance duties

Recreation Labourer

- Garbage pick-up around facilities
- Maintain ball fields & soccer fields
- Mowing grass
- General maintenance duties around recreation areas
- Help with special events as required
- General clean-up of walking trails
- Remove trees and debris from the trail
- Clear brush for new sections of trail
- Chip trees and place on various parts of trail

Fire Department Labourer

- Brush cutting at Fire Training Facility
- General Maintenance of Hydrants
- General Maintenance of Fire Hall

Municipal Enforcement Assistant (MEO)

- Assist Municipal Enforcement Officer in daily activities including:
- Property inspections
- Permit inspections and taking measurements
- Caring for impounded animals
- Daily mail delivery/bank deposits
- Collecting data related to enforcement actions