



**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](mailto: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, 2026, 4:00 pm.**

# QUALIFICATIONS FORM

Please note: If you are applying for any Summer Program Supervisor position, a Criminal Record 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.

POSITION (S) APPLIED FOR:

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WHAT QUALIFIES YOU FOR THIS POSITION? (INCLUDE SKILLS, ABILITIES, TRAINING, EXPERIENCE, ETC.)

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WHY SHOULD WE HIRE YOU FOR THIS POSITION?

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## **Positions Available**

### **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 various sports and activities
- Prepare the initial public relations material and begin the registration process.
- Plan Special Events.
- Prepare a final report on the summer activities and special events with suggestions and recommendations for the following year.
- Perform other related tasks.
- To assist in the implementation of weekend special events i.e. Canada Day, etc.

### **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 & soccer fields
- Mowing grass
- General maintenance duties around recreation areas / Walking Trails
- Help with special events as required

### **Fire Department Labourer**

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

### **Municipal Enforcement Assistant (MEO)**

- Assist Municipal Enforcement Officer in daily activities
- Property / Permit Inspections
- Caring for impounded animals
- Daily mail delivery/bank deposits
- Collecting data related to enforcement actions

### **Marketing and Communications Assistant**

- Create and schedule social media content for municipal programs, events, and campaigns
- Marketing and sponsorship coordination for IronFest and community events
- Digitize and organize historical photographs, documents, and newspapers for preservation
- Support content creation for newsletters, website updates, and digital storytelling

- Capture and edit event photos and videos for communications purposes
- Maintain organized archives of media files and communications materials