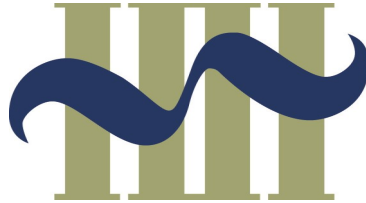


**Work where you can make a
DIFFERENCE!**



Town of Halton Hills Recreation & Parks

Application Deadline

Friday, January 26, 2018

2018 Spring-Summer Employment Opportunities

About the Town of Halton Hills Spring and Summer Programs

The Town of Halton Hills offers employment opportunities within our instructional sports, summer camps, and aquatics programs. The Town of Halton Hills operates at a variety of locations throughout Georgetown and Acton. Come join our team! We are looking for candidates who share our corporate values of Honesty, Excellence, Team, Fun, Creativity and Respect. We employ individuals who are highly motivated and enthusiastic, many of whom return to lead programs year-after-year. With so many dynamic staff, a variety of locations and unique summer programs, there is no better place to work this summer!

How to Apply:

The Town of Halton Hills is an equal opportunity employer. Accommodations are available for all parts of the recruitment process. If contacted for an interview, please advise staff of any measures you feel you need to enable you to be assessed in a fair and equitable manner. Information received relating to accommodation measures will be addressed confidentially.

Applications are to be submitted via one of the following four options:

- 1. Mail:** Town of Halton Hills
1 Halton Hills Drive
Halton Hills ON
L7G 5G2
- 2. Fax:** 905-873-1431
- 3. Drop-off:** Town of Halton Hills Civic Centre
Human Resource Department
or Drop Box after hours
- 4. Email:** humanresources@haltonhills.ca

Please address applications to:
Erin Carter, Recreation Coordinator—Children



Please include the following as part of your application.

- **Cover Letter**
- **Position(s) of Interest**
- **Resume**
- **Answers to Application Questions**
(Summer camps only - on page 6)

Application Deadlines

Spring-Summer program employment applications are due by: **FRIDAY JANUARY 26, 2018 - 4:30PM**

**** Please note that applications received after the deadlines will be reviewed on an "as needed" basis.**

Summer Camps Offered (programs being offered are subject to change)

Adventure Camps

Adventure Splash N Fun
Sports Adventure Camp

Specialty Camps

Epic Sports Camp - Skateboard/Scooter
Ball Hockey
Outdoor Explorers
Chefs in Training

Art & Theatre

Studio Art
Dance and Cheerleading
Busker Camp
Musical Theatre
Theatre Camp

Preschool Camps

Summer Tyke Hullabaloo
Tiny Tykes Sports Camp

Youth Programs

Leaders in Training

Summer Aquatic Programs Offered

(Gellert Community Centre Pool, Georgetown Indoor Pool, Acton Indoor Pool)

Swim for Life

Parent & Tot
Preschool
Swimmer
Teen
Adult

Advanced Lifesaving

Swim & Lifesaving Instructor
Bronze Star
Bronze Medallion
Bronze Cross
National Lifeguard

Specialized Programs

Halton Hills Lifeguard Club
Snorkeling
Springboard Diving
Practice Session

Aqua Fit

Classes occur daily at
Acton & Gellert pools

Recreational Swims

Swims occur daily at all
Aquatic facilities

Positions Available

Aquatic Instructor/Lifeguard

Employment Period: up to 12 weeks
Mandatory Training: up to 20 hours of paid training (staff must attend all training dates)
Program Delivery: up to 10 weeks (June 30—Sept 2)
hours vary (approx. 30-40 hrs per week)
Pay Range: \$14.90-\$15.40/hr

Major Responsibilities:

- Provide lifeguard and swim instructional services within the guidelines of a comprehensive aquatic program
- Ensure safety of participants and provide a program that implements the HIGH FIVE® Principles of Healthy Child Development
- Provide a quality service while demonstrating inspiring teaching skills
- Provide excellent customer service to parents and participants



Assistant Coordinator - Summer Camp

Employment Period: up to 12 weeks
Prep : up to 4 weeks (June 4-June 29)
up to 35 hrs/wk between 7:00am and 6:00pm
Program Supervision: up to 8 weeks (July 3-Aug 24)
up to 40 hrs/wk (max. of 44 hrs/wk) between 7:00am and 6:00pm
Pay Range: \$15.16-\$16.30/hr

Major Responsibilities:

- Assist with hiring, training, placement, recognition and evaluation of program staff
- Responsible for the design of program plans, supervision and evaluations of programs that implement the HIGH FIVE® Principles of Healthy Child Development
- Oversee on-site program management such as camp administration, equipment inventory, budget and records
- Supervise and mentor a staff team
- Develop and arrange program events, special guests and trips
- Ensure excellent customer service and consistent delivery of camp policies and procedures
- Must be available for Program Leader/Instructor Interview dates

Summer Program Leader

Employment Period: up to 8 weeks
Mandatory Training: up to 35 hours of paid training (Leaders must attend ALL sessions)
Program Delivery: up to 8 weeks (July 3-Aug 24)
up to 40 hrs/wk (max. of 44 hrs/wk) between 7:00am and 6:00pm
Pay Range: \$14.00-\$14.25/hr

Major Responsibilities:

- Assist in program planning to provide a well-balanced, stimulating, age appropriate program that implements the HIGH FIVE® Principles of Healthy Child Development
- Actively participates in all aspects of the program (i.e. games, crafts, trips, swimming)
- Supervise participants to ensure a safe and enjoyable camp environment
- Ensure excellent customer service with parents and participants
- Provide effective integration of children/youth with special needs
- Provide mentoring and skill development opportunities for volunteers



The best way to play™

Positions Available...con't

Inclusion Facilitator

Employment Period: up to 8 weeks

Mandatory Training: up to 35 hours of paid training (Inclusion Facilitators must attend ALL sessions)
**may be required to attend additional job-related training

Program Delivery: up to 8 weeks (July 3– Aug 24)
up to 40 hrs/wk (max. of 44 hrs/wk) between 7:00am and 6:00pm

Pay Range: \$15.16-\$16.30/hr

Major Responsibilities:

- Provide one-to-one support ratio for campers with special needs in any directly delivered program
- Work with Summer Program Leader to integrate campers with special needs into the camp program
- Assist in program planning to provide a well-balanced, stimulating, age appropriate program that implements the HIGH FIVE® Principles of Healthy Child Development
- Supervise participants to ensure a safe and enjoyable camp environment
- Complete weekly support reports
- Ensure excellent customer service with parents and participants
- Mentoring & skill development of volunteers



Parks Work + Camp Program Leader (up to 5 positions available)

Employment Period: up to 7 weeks - Parks - (May - June)

up to 8 weeks - Camps - (July - Aug) between 7:00am and 6:00pm

Pay Range: \$14.00-\$14.25/hr

Position Details:

- Up to 5 Summer staff will be hired to do outdoor work prior to the start date of their Summer camp position
- Parks positions start the first week in May
- Parks staff are required to work up to 40 hrs/wk (hours not guaranteed & shift work may be required)
- Major responsibilities include outdoor assistance with lawn and garden maintenance
- Offers for these Parks Work positions will be distributed after summer camp offers have been confirmed
- Please indicate your interest in this position when you submit your application



Application Scoring & Granting of Interviews

All applications are scored. Interviews are granted to those individuals who best meet the specified criteria for each position and achieve the best score in the areas listed below:

1. Resume, Cover Letter, Answers to Application Questions (professional and quality responses are considered)
2. Certifications, Awards, Extra-Curricular Activities (i.e. First-aid training, academic awards, sports/clubs)
3. Related Experience (i.e. Work, volunteering - preference given to experiences with children age 3-15 yrs)

Please specify what summer program position you are seeking employment (i.e. aquatic programs and/or summer camps)

Interview Dates & Format

Camp Assistant Coordinator Interviews

Friday February 2, 2018 (1 hour interview)

Interview candidates must be able to attend the scheduled interview to be considered. For applicants who are attending a college or university with a driving distance of 3 hours or more, special consideration may be given for alternative interview dates or times. If this special circumstance applies to you, please clearly indicate this in your cover letter. All Candidates who are chosen for an interview will be asked to provide 3 references. References will be checked prior to an offer of employment. Candidates who are unsuccessful for the position of Assistant Coordinator will be considered for a Summer Program Leader/Inclusion Facilitator position. (if applicant is interested).

Leader / Inclusion Facilitator & Aquatic Instructor/Lifeguard Interviews

Friday February 23rd, 2018 - 2.00pm to 6.00pm*— Returning Leaders/Inclusion Facilitators

Saturday February 24th, 2018 - 8.30am to 3.30pm*— Returning Leaders/Inclusion Facilitators

Sunday February 25th, 2018 - 9.00am to 4.00pm*— New Leaders

Saturday February 24th, 2018 - 5:00pm to 9:00pm*— Aquatic Instructor/ Lifeguard

*times may be subject to change.

Successful interview candidates will be notified by email to the email address on your application form, indicating your invitation to the interview. Please include your current email address to ensure you receive your invitation. The interview is set up in an interactive team format. Candidates will be divided into groups and will be sent to a variety of stations which reflect "true to life" program experiences. Camp applicants will participate in camp specific activities and aquatics applicants will participate in a wet component in the pool. All candidates who are chosen for an interview will be asked to provide 3 references. References will be checked prior to an offer of employment. Further details will be provided to interview candidates prior to the interview.

Our final selection of staff members for 2018 is based on a combination of application review, interview performance and reference checks.

Please Note: All interviews are mandatory



Application Questions (Camps only)

- You only need to answer the section of questions pertaining to the position for which you are applying.
- If you are applying for multiple positions please ensure that you answering the questions for each position
- Please answer based on your past experiences in summer camp, aquatics, other related employment or volunteer experiences
- Please answer using full sentences.

Assistant Coordinator Position Questions

- 1) Describe a time when you had to introduce an important change to a team or group. Who was involved? What strategies did you use? What were the outcomes? What did you learn from the experience?
- 2) Based on previous camp experiences, what is an area of personal growth for you? How do you plan to achieve this growth? What assistance would you require from your supervisor?
- 3) Being an Assistant Coordinator is a demanding and dynamic role, which requires individuals to multi-task and make prompt decisions. How will you manage your time effectively, to ensure you have a positive presence with all those involved with the program?

Leader/Inclusion Facilitator Position Questions

- 1) Describe a time when you motivated someone or a group. Who was involved? What strategies were used? What were the outcomes? What did you learn from the experience?
- 2) Scenario: The scheduled special guest is running late! Describe a 30 minute program you would be able to quickly implement for a group of 10 campers. Please indicate the age of campers, resources required, facility location, suggested accommodations for campers and type of program (e.g., speciality program, sports, arts, general, etc.).

Before You Send Your Application In...

- Have you enclosed a **cover letter** summarizing your qualifications, why you're interested in the position and indicated the position(s) for which you are applying?
- Have you enclosed a **resume** indicating education & training, qualifications, work & volunteer experience (identifying the ages of children you've worked with), skills & interests, and 3 references (excluding relatives)?
- Have you enclosed **your answers to the questions** listed above corresponding to the position(s) for which you are applying?

Messages From Recreation Coordinators

As Town of Halton Hills Summer Camp staff, our employees have the wonderful opportunity each summer to mould the lives of children in a positive way. Our staff are very well trained and work very hard to provide high quality programs. The staff experience exciting new opportunities for growth and development all while having fun dressing up for theme days, participating in weekly special events and taking a dip in the pool. Staff quote their summer employment as “unforgettable, memorable, and a place to meet life-long friends!” Join our team and help to make a difference!

Erin Carter

Recreation Coordinator— Children
ecarter@haltonhills.ca
905-873-2601 ext. 2965

A summer position with Town of Halton Hills' aquatics team gives you the opportunity to put your aquatics skills to the test while providing high quality aquatic services to your community. With opportunities to provide swimming instruction to learners of all ages, teach advanced lifesaving courses, lead aqua fit classes and guard public swims, aquatics staff are in for a summer full of variety, challenges and fun. For an unforgettable summer, just add water!

Melissa Willson

Recreation Coordinator— Aquatics
mwillson@haltonhills.ca
905-873-2601 ext. 2701

Jennifer Kavahagh

Recreation Coordinator— Aquatics
jenniferk@haltonhills.ca
905-873-2601 ext. 2730