



# Goulds Recreation Association

P.O. Box 40

Goulds, NL

A1S1G3 Ph: 745-7575 Fax 745-2727

April 2<sup>nd</sup>, 2018

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## POST SECONDARY JOB POSTING NOTICE

**POSITION:** Library/Program Summer Head Counselor

**STATUS:** Full time: June 18<sup>th</sup> - August 24<sup>th</sup>, 2018 (10 weeks); \$13.65/hour

### **LIBRARY and PROGRAMS:**

The Library provides an opportunity for people from the general public to take a loan of books. It also has computers for the public to use on site, with internet. Programs offered under the direction of this position is our Kids at Play program, which is an arts and crafts, physical activity program. It also includes our Youth VLP program (volunteer leadership program) for youths ages 12-15. They will learn various leadership skills and have the opportunity to volunteer with our summer programs. Other programs include our Tennis and Outdoor Basketball Programs where participants will learn skills associated with these sports at an age appropriate level. They will involve teaching the importance of sportsmanship and helping to build confidence. Also under this position will be the Goulds Lions Summer Blast, which is a full day of activities on the last day of our summer programs.

### **ROLE:**

Under the direction of the Recreation Coordinator, the Library/Program Head Counselor will take the lead role in operating the Library facility and running a library specific program. They will also be responsible for the planning and implementing of our Youth VLP Program, Kids at Play Program, Tennis and Outdoor Basketball Programs and the planning and implementation of our Goulds Lions Summer Blast. This includes the provision of direct supervision of the summer counselors directly involved in above noted programs. It also involves working directly with our other summer programs.

### **DUTIES:**

- To open and close our Library; work as the librarian
- To provide assistance to patrons looking to use our computers and/or take a loan of our library books
- To develop and implement the Youth VLP program, Kids at Play Program, Tennis program, Outdoor Basketball program
- To take the lead role in planning the year end Goulds Lions Summer Blast
- To coordinate set-up and clean up for the programs with the assistance of counselors
- To provide direct leadership and supervision for the assigned program areas
- To schedule, direct and evaluate the work of the counselors in carrying out program responsibilities
- To provide feedback and recommendations on ways to improve the use of our Library
- To provide feedback and recommendations on ways to improve or change the programs

- To discuss any issues with children, youth and parent/guardians when required
- To document practices and procedures and complete other required paper work
- To be of assistance to the Recreation Coordinator in the area of program planning and implementation
- To assist in all other summer programs when required, including special event Fridays and to be a direct supervisor to those counselors
- To assist the Head Counselors in other areas when needed
- To perform other duties as required

#### **QUALIFICATIONS:**

- Post secondary student studying in a field related to children/youth and/or library studies (ie. Education, Recreation) (non-students and unrelated fields *may* be considered based on experiences)
- Experience working with children/youth
- Basic computer/internet knowledge is an asset
- Experience working with the general public
- Experience with basketball and tennis would be an asset
- Standard First Aid/CPR Level C/AED training
- Current Certificate of Conduct and Vulnerable Sector Check
- High Five Principles of Healthy Child Development
- Experience in planning and delivering programs for children/youth in a group setting
- Leadership experience
- Excellent communication and supervision skills
- Experience in supervising staff, volunteers and programs

**HOURS OF WORK:**      *day times, evenings and weekends*  
                                     *(one 3-hour minimum evening/weekend shift)*  
                                     Full time from June 18<sup>th</sup>-August 24<sup>th</sup> , 2018

**CLOSING DATE:**    5:30pm, Friday, June 1<sup>st</sup>, 2018

**HOW TO APPLY:**    *A summer application **MUST** be completed (available at Goulds Recreation or on our website at [gouldsrecreation.com](http://gouldsrecreation.com)).*

Applications AND Resumes must be put to the attention of Nicole Chafe

**BY MAIL:**      Goulds Recreation, P.O Box 40, Goulds, NL, A1S 1G3

**BY EMAIL:**    [gouldsrecreation@gmail.com](mailto:gouldsrecreation@gmail.com)

**BY FAX:**        709-745-7575

**DROP-OFF:**    Goulds Rec Centre, 509 Main Road, Goulds, NL

*We would like to thank all applicants for their interest, however, we will only be contacting those selected for an interview.*