



Town of Happy Valley-Goose Bay
Policy Statement

Index: Community Services and Recreation		Policy Number: CSR0001	
Approved Date: October 30, 2000	Effective Date: October 30, 2000	Revision Date:	
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TOPIC: SUMMER RECREATION PROGRAM – HIRING

Policy Statement:

General Policies

- 1) Summer Recreation Staff must be selected from students only. The definition of a student for the purpose of this policy is: A person who has attended an education institution on a full-time basis prior to selection, and who intends to return to full time studies in the Fall.
- 2) The Hiring Committee may request suitable proof of the students acceptance back to the institution in September.
- 3) A local hiring policy will be in effect for all summer staff positions. Students must have a permanent residence in Happy Valley-Goose Bay. No person will be selected who permanently resides in another community.
- 4) To promote new ideas, and encourage new students to apply for Summer Recreation Positions, a student shall be eligible for a position for three (3) consecutive years.
- 5) The breakdown of staff selections will be as follows (where feasible based on applications received)
 - One Third of total staff complement: 3rd year staff
 - One Third of total staff complement: 2nd year staff
 - One Third of total staff complement: 1st year staff

The breakdown guarantees a continuity of staff from year to year, but also permits fully one third of the staff complement to be new people who have not worked for the Town before.



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6) **Minimum Qualifications:**

The Following are minimum Education/Age Requirements for each position:

Director: Minimum age: 19 years Minimum Education: 2 years University, with concentration in Physical Ed., Recreation or a related field.

Co-ordinator(s): Minimum Age:18 years minimum Education:1 year university or other post secondary program

Councillors: Minimum Age:17 years Minimum Education: Grade 11 High School

7) **Selection Considerations**

When considering students for position with the program the following factors will be used:

- a) Education: Must be minimum specified
- a) Age: Must meet minimum specified
- b) Other Training: Students who through volunteer activities or personal initiative, have undertaken training in First Aid, leadership, coaching, outdoor recreation,, sports and specialized courses (lifeguard, instructors, etc) will receive preference for positions.



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- c) **Work Experience:** Students who have actual work experience in coaching, teaching or dealing with children in an organized program will be given preference for positions. Babysitting will not be given consideration as work experience.
- d) **Volunteer Experience:** Students who have experience in leadership, program planning and other organizational aspects of volunteer groups (i.e. Scouts, guides, air cadets, etc) will receive preference.
- e) **Previous Work performance:** For 2nd and 3rd year staff, strong consideration will be given to work evaluations of his/her performance in previous years and the program Directors final recommendation for future hiring. Although this will not be the only factor considered in selecting 2nd/3rd year staff, it will be the major one.
- f) **Other Factors:** Other considerations for selection will include personality, enthusiasm, personal appearance, and interview presentation.

8) Specific Hiring Policies:

In addition to the above policies and qualifications, the following specific policies shall apply:



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- a) Students applying For the Director and/or Co-coordinator positions must have worked with the program in previous years as a counselor or have previous work experience in other, similar Recreation Programs.

The intention of this provision is to ensure that available jobs are spread out between the maximum number of families possible.