



Job Notice

Part-Time Employment

Recreation Services

We thank all those who apply. Only those selected for an interview will be contacted.

Job Title:	Playschool Instructor	File #:	2018-32
Posting Date:	July 25, 2018	Location:	Rosemount CC (Mon/Wed/Fri), Garnet A. Williams CC (Tue/Thurs)
Closing Date:	December 31, 2018	Business Unit:	General Programs
Start Rate/Hour:	\$22.00		

Responsibilities:

1. Provides excellent customer service through a safe and enjoyable program.
2. Ensures the safety and well-being of participants during the program hours.
3. Ensures the set up and take down of equipment.
4. Plans educational play-based activities for the duration of the program session following the Department curriculum.
5. Prepares fun, safe, creative activities that are age appropriate.
6. Interacts with parents; plans the duty day roster.
7. Communicates all injuries or equipment malfunctions to the Recreation Coordinator.
8. Distributes and collects program evaluations or information from the parents.
9. Maintains a clean and safe program area.
10. Records participant attendance.
11. Abides by and maintains all practices and procedures as set out by the Department.
12. Acts in a professional manner always.
13. Punctual for work shift, and wears the appropriate staff uniform.

Qualifications and Requirements:

1. Provide outstanding customer service with demonstrated ability to respond to patron needs in a timely, courteous, and professional manner.
2. Must be at least 16 years of age.
3. Early Childhood Education Certificate or equivalent.
4. Attend all training sessions.
5. Valid Standard First Aid & CPR-C certification from a WSIB-approved first aid provider.
6. Police Vulnerable Sector Check to be obtained upon offer of employment – results must be presented prior to employment start date.
7. Must maintain certifications on an ongoing basis.

Persons interested in the above and/or subsequent vacancies are asked to submit an application and résumé to Recreation Services:

- 1) Drop off at any community centre, "*Attention: Recreation Services Supervisor*"; or
- 2) Email to SeasonalRecJobs@Vaughan.ca; or
- 3) Fax to 905-832-8550.

Application forms and instructions are available online at www.vaughan.ca/RecJobs.

The City of Vaughan is committed to diversity and inclusivity in employment and welcomes applications from qualified individuals of diverse backgrounds. The City of Vaughan is also committed to providing accommodations for people with disabilities. If you require an accommodation, we will work with you to meet your needs.

Personal information collected under the authority of the Municipal Act, 2001 (S.O. 2001,c25) will be used to determine qualifications for employment with The Corporation of the City of Vaughan. Questions about this collection should be directed to Recreation Services, 2141 Major Mackenzie Drive, Vaughan, Ontario L6A 1T1, 905-832-8500.