



Job Notice

Part-Time Employment

Recreation Services

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

Job Title:	Program Instructor	File #:	2018-14
Posting Date:	January 16, 2018	Location:	City Wide
Closing Date:	December 31, 2018	Business Unit:	General Programs
Start Rate/Hour:	\$14.00 - \$19.85 (rate varies by position)		

Responsibilities:

1. Responsible for overall planning, implementation and delivery of recreation programs within the City of Vaughan. This is an ongoing job posting as we continually have openings for one or many of the programs listed below:
 - Art - painting, drawing, cartooning, clay, graffiti, zentangle and mixed media
 - Cooking and baking-children, preschoolers and adult
 - Dance-preschool, children, adult, hiphop, ballet, bollywood
 - Fitness – strollerfit, pilates, yoga, Zumba
 - Gymnastics-preschool and children
 - Ice Skating – recreational, learn to skate, intro to hockey
 - Music-piano, guitar
 - Outdoor Orienteering
 - Photography-adult
 - Preschool Instructor – languages, music, art, science, math, sports, and more
 - Professional development-public speaking
 - Recreational Sports Supervision
 - Sports – Basketball, soccer, volleyball, ball hockey, Martial Arts, Tennis, Badminton, pickleball, archery
 - Youth Room SupervisionAnd more...
2. Creates a safe and enjoyable program plan for all participants.
3. Leads and instructs the participants in the area of specialty.
4. Provides excellent customer service to participants and parents.
5. Ensures the safety and well-being of participants during the program hours.
6. Ensures the set-up and take down of equipment.
7. Maintains control during difficult situations (i.e. disruptive participant behaviour, emergency situations, etc.), and deals with concerns from the public.
8. Communicate all injuries, or equipment malfunctions to the Recreation Coordinator.
9. Documents any incidents/accidents that occur, and completes the necessary paperwork.
10. Maintain a clean and safe program area.
11. Maintains supply/equipment inventory, and requisitions as required.
12. Records participant attendance at the end of all shifts.
13. Abides by and maintains all practices and procedures as set out by the Department.
14. Acts in a professional manner at all times.
15. Punctual for work shift, and wears the appropriate staff uniform.

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.

Applicant information is collected under the authority of the Municipal Act, 2001 (S.O. 2001,c.25) and 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.



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Qualifications and Requirements:

1. Excellent customer service skills with the ability to understand and respond in a timely manner using problem solving and/or conflict resolution skills, tact and diplomacy.
2. Excellent leadership, oral and written communication skills.
3. Must be prepared to work flexible hours involving evenings and weekends.
4. To attend all scheduled orientation and training sessions.
5. Interpersonal and communication skills, both written and verbal.
6. Valid Standard First Aid & CPR-C certification from a WSIB approved first aid provider; certification in Automatic External Defibrillator (AED).
7. Current Police Vulnerable Sector Check to be presented prior to start date.
8. High Five – Healthy child Development course maybe required.
9. One or two years training at a level related to the program they are instructing.

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.

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