

ETOBICOKE YORK DISTRICT – PART-TIME RECREATION JOBS SUMMER

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MARCH BREAK

PROGRAM SUPERVISOR/CO-ORDINATOR/ CAMP DIRECTOR

Major Responsibilities

- Supervise and administer the March Break program at a specific location for school-aged children
- Assist in orientation, supervision and evaluation of part-time staff
- Plan, co-ordinate, implement and evaluate special events

Qualifications

- Experience in planning programs, supervising staff and groups of children
- Post-secondary education in recreation or related field preferred
- Pre-camp preparation and planning, February: 5-10 hours per week
- Must be willing to work up to 40 hours per week
- Standard First Aid

Period of Employment

- March Break

Wage

- \$10.23 - \$15.58 per hour

INSTRUCTOR

Major Responsibilities

- Plan and implement the program at a specific location for children aged 6 – 12 years in one of the following speciality areas:
 - Gymnastics • Drama • Golf • Sports • Music
 - Creative Arts • Dance
- Ensure that the necessary equipment and supplies are available and maintained in a safe condition

Qualifications

- Minimum two years experience in your speciality area
- Strong programming and leadership skills
- Experience working with children
- Must be willing to work up to 40 hours per week
- Pre-camp planning and training
- Emergency First Aid

Period of Employment

- March Break

Wage

- \$9.55 - \$22.73 per hour (based on qualifications)

LEADER

Major Responsibilities

- Plan, organize and lead a recreation program for a group of children aged 6 - 12 years
- Ensure that the necessary equipment and supplies are available and maintained in a safe condition

Qualifications

- Knowledge of craft, sports, games and/or drama preferred
- Experience working with children
- Strong programming and leadership skills
- Pre-camp planning and training-early March: 2-10 hours
- Must be willing to work up to 40 hours per week
- Emergency First Aid

Period of Employment

- March Break

Wage

- \$9.50- \$11.50 per hour

NOTE: HOURS AND/OR SHIFTS VARY PER WEEK, PER POSITION. ALL CERTIFICATIONS MUST BE CURRENT. EMERGENCY FIRST AID IS A REQUIREMENT FOR ALL POSITIONS EXCEPT WHERE NOTED THAT STANDARD IS A REQUIREMENT

AQUATICS

LIFEGUARD

Major Responsibilities

- Supervise swimming programs in a lifeguarding capacity
- Enforce safety rules
- Provide rescue response
- Participate in mandatory training
- Assist in facility events and programs

Qualifications

- Current (NLS) National Lifeguard Service Certificate
- Current Standard First Aid/CPR (C)
- Days, evenings and weekend hours and shift work required

Period of Employment

- June - September

Wage

- \$12.09 - \$14.28 per hour

INSTRUCTOR

Major Responsibilities

- Organize and conduct safe and enjoyable learn to swim and lifesaving programs
- Assist in facility events and programs
- Enforce safety rules
- Provide rescue response
- Participate in mandatory training

Qualifications

- Current Toronto/Lifesaving Society Instructor Certificate or equivalent
- Toronto Learn to Swim Instructor an asset
- Current Bronze Cross or (NLS)National Lifeguard Service Certificate
- Current Standard First Aid/CPR (C)
- Days, evenings and weekend hours and shift work required

Period of Employment

- June – September

Wage

- \$12.09 - \$14.28 per hour

INSTRUCTOR/GUARD

- Many combined lifeguard/instructor positions available

WADING POOL ATTENDANT

Major Responsibilities

- Supervise participants at wading pools
- Enforce safety regulations

Qualifications

- Lifesaving Society wading pool training preferred
- Bronze Medallion
- Current Standard First Aid/CPR (C)
- Current Bronze Cross preferred
- Good interpersonal communication and public relations skills
- Days, evenings and weekend hours and shift work required

Period of Employment

- June – September

Wage

- \$9.50 per hour

SYNCHRO INSTRUCTOR

Major Responsibilities

- Organize and conduct instructional programs
- Adhere to Synchro Canada guidelines
- Assess and monitor participant progress and complete achievement records

Qualifications

- Experience training and coaching in synchronized swimming
- Synchro Canada Instructor Award
- Current Standard First Aid/CPR (C)

Period of Employment

- Year round (hours vary with location)

Wage

- \$16.10 per hour

CAMPS

CAMP/PROGRAM CO-ORDINATOR

Major Responsibilities

- Organize, develop and evaluate specific program area
- Assist with scheduling, supervision and evaluation of staff
- Complete related administrative duties
- Co-ordinates or assists in area-wide special events

Qualifications

- Experience/thorough knowledge of the operation of program area with appropriate certification
- Assists with the training, supervision and evaluation of part-time staff
- Strong programming and leadership skills
- Good organizational and administrative skills
- Good communication and public relations skills
- Standard First Aid
- CPR is an asset
- Willing to work up to 40 hours per week

Period of Employment

- May – Labour Day

Wage

- \$10.23 – \$15.71 per hour

CHILDREN'S CAMP LEADER

Major Responsibilities

- Plan, organize and lead children's program activities
- Ensure that all equipment and supplies are available and in safe condition

Qualifications

- Camp or recreation experience working with children
- Good programming skills in crafts, sports, games, special events or skills related to a speciality camp
- Able to work co-operatively with other staff
- Good leadership skills
- Emergency First Aid
- June pre-camp planning and training – up to 24 hours
- Willing to work up to 40 hours per week

Period of Employment

- July – August

Wage

- \$9.50 - \$11.50 per hour

CLAIREVILLE CAMP LEADER

Major Responsibilities

- Plan, organize and implement children's program activities in an outdoor setting
- Ensure that all equipment and supplies are available and in a safe condition

Qualifications

- Residential or Day Camp experience working with children
- Good programming skills in crafts, sports, games, special events and outdoor skills (ie camping, orienteering etc)
- Able to work co-operatively with other staff
- Good Leadership skills
- Emergency First Aid
- June Pre-camp planning and training up to 40 hours
- Willing to work up to 40 hours per week and potential overnights

Period of Employment

- July – August

Wage

- \$9.50 - \$11.50 per hour

PRE-SCHOOL PROGRAM SUPERVISOR

Major Responsibilities

- Plan, organize, lead and evaluate the pre-school recreation program
- Assist in staff selection, training and supervision
- Perform administrative tasks to support program

Qualifications

- Completion of an E.C.E. diploma preferred
- Strong programming and leadership skills
- Experience with pre-school programs
- Willing to work up to 40 hours per week
- Standard First Aid

Period of Employment

- July – August

Wage

- \$10.23 – \$21.84 per hour

NOTE: HOURS AND/OR SHIFTS VARY PER WEEK, PER POSITION. ALL CERTIFICATIONS MUST BE CURRENT. EMERGENCY FIRST AID IS A REQUIREMENT FOR ALL POSITIONS EXCEPT WHERE NOTED THAT STANDARD IS A REQUIREMENT

CAMPS (CONT'D)

SPECIALITY INSTRUCTOR

Major Responsibilities

- Plan, organize and lead children's program activities in an area of speciality which may include Outdoor Adventure , Drama, Dance, Ball Hockey, Creative Arts, Computer, Sports, Performing Arts, Science & Nature, Horseback Riding, Outdoor Skills and Gymnastics
- Ensure that all equipment and supplies are available and in safe condition

Qualifications

- Camp or recreation experience working with children
- Certification required in your speciality area
- Good programming skills related to a speciality area
- Able to work co-operatively with other staff
- Good leadership skills
- Emergency First Aid
- Pre -camp planning and training – up to 24 hours
- Willing to work up to 40 hours per week

Period of Employment

- July – August

Wage

- \$9.55 - \$22.73 per hour

CAMPS (CONT'D)

INCLUSION & SUPPORT

COMMUNITY INTEGRATION / INCLUSION CO-ORDINATOR/ASSISTANT

Major Responsibilities

- Co-ordinate community integration program on a district-wide basis
- Supervise, train and evaluate both Special Needs staff and Agency partnership staff
- Match staff and provide support to facilitate positive integration
- Assist in the interviewing/selection of Special Needs Leaders
- Interview/visit new participants and determine their recreational needs
- Handle administrative duties related to job
- Co-ordinate resources and support other district Special Needs programs/services

Qualifications

- Previous experience with children's recreation programming and participants with special needs
- Previous experience supervising staff preferred
- Ability to adapt programs easily
- Camping, sports, or aquatic experience an asset
- Use of a vehicle necessary
- Standard First Aid
- Pre-camp planning and training: May & June
- Willing to work up to 40 hours per week

Period of Employment

- May - August

Wage

- \$10.87 - \$15.58 per hour

SPECIAL NEEDS PROGRAMMER

Major Responsibilities

- Pre-camp preparation and planning of special needs programs: Leadership Development and Recreational Life Skills (ages 16+)
- Assist with training and meetings
- Participate in community events, projects and day trips
- Complete administrative duties relevant to program

Qualifications

- Previous experience with youth and young adult recreation programming and participants with special needs preferred
- Ability to adapt programs easily
- Camping, sports or aquatic experience an asset
- Standard First Aid
- Pre-camp planning and training: May & June, up to 35 hours per week
- Willing to work up to 40 hours per week

Period of Employment

- July - August

Wage

- \$10.87 - \$15.58 per hour

SPECIAL NEEDS DIRECTOR

Major Responsibilities

- Direct and administer a special need camp for youth ages 10 to 21 years
- Maintain effective communication with Supervisor
- Assist in interviewing and selection of special needs leaders
- Responsible for pre-camp preparation, program planning, training and meetings
- Plan special events and day trips
- Supervise and evaluate special needs staff
- Complete administrative duties related to job

Qualifications

- Previous experience with youth recreation programming and participants with special needs preferred
- Previous experience supervising staff
- Ability to adapt programs easily
- Camping, sports or aquatic experience an asset
- Use of a vehicle an asset
- Standard First Aid
- Pre-camp planning and training: May & June
- Willing to work up to 40 hours per week

Period of Employment

- July – August

Wage

- \$10.87 - \$15.58 per hour

SPECIAL NEEDS LEADER

Major Responsibilities

- Support individuals who have special needs
- Plan, organize and lead/support recreational programs for participants with special needs in a Day Camp/recreational setting
- Provide positive transition of participants into recreational programs
- Take an active part in all aspects of the program with the ability to work well in a team
- Assisting with personal hygiene

Qualifications

- Experience with children's recreation programming and participants with special needs
- Ability to adapt programs easily
- Camping, sports, or aquatic experience an asset
- Flexibility to travel
- Emergency First Aid
- Standard First Aid Recommended
- Pre-camp planning and training: June up to 35 hours per week
- Willing to work up to 40 hours per week

Period of Employment

- July - August

Wage

- \$9.55 – \$11.50 per hour

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COMMUNITY

YOUTH PROGRAM LEADER

Major Responsibilities

- Plan, organize and lead a youth recreation program
- Ensure that equipment and supplies are available
- Meet all necessary safety standards

Qualifications

- Experience with youth programs preferred
- Strong-programming skills
- Emergency First Aid
- Willing to work various hours per week

Period of Employment

- June – September

Wage

- \$9.50- \$10.87 per hour

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FACILITY SUPPORT

CASHIER (FOR AQUATICS AND/OR FACILITIES)

Major Responsibilities

- Monitor access to facilities and events
- Provide excellent customer service to the public
- Cash handling/balancing and other administrative duties
- Perform related duties as assigned

Qualifications

- Knowledge/Experience in Cash handling
- Excellent interpersonal skills
- Computer knowledge an asset
- Emergency First Aid

Period of Employment

- Year-round

Wage

- \$9.73 per hour

BUILDING ATTENDANT

Major Responsibilities

- Supervise and monitor public & permitted areas
- Respond to public inquiries by telephone and in person
- Maintain a clean, safe environment
- Direct patrons to program and permitted areas
- Set-up equipment for meetings and events

Qualifications

- Good communication skills
- Knowledge of recreation programs
- Ability to problem solve
- Ability to lift and carry up to 35 lbs.
- Evening and weekend work required
- Emergency First Aid

Period of Employment

- Year-round

Wage

- \$9.55 - \$10.87 per hour

FARMERS MARKET CO-ORDINATOR

Major Responsibilities

- Responsible for the operation of the Farmers Market
- Open, close and monitor the event and facility
- Supervise, train, schedule and evaluate all market staff
- Respond to public inquiries and vendor inquiries
- Complete related administrative duties

Qualifications

- Experience in working and co-ordinating special events
- Previous experience in supervising part-time staff
- Good interpersonal skills
- Standard First Aid /CPR (C)
- Willing to work Saturdays - 7:00 a.m. - 3:00 p.m.

Period of Employment

- June - October

Wages

- \$16.55 per hour

MARKET STAFF

Major Responsibilities

- Report to Market Co-ordinator
- Monitor parking areas and picnic areas
- Assist with set-up and clean up of market equipment

Qualifications

- Excellent ability to communicate and problem solve
- Ability to use walkie talkies
- Attend all mandatory training
- Emergency First Aid
- Willing to work Saturdays 7:30 a.m. - 3:00 p.m.

Period of Employment

- June – October

Wage

- \$11.96 per hour

PARK PATROL

Major Responsibilities

- Reports to the stadium manager on duty
- Assist with the supervision of parking attendants
- Monitor picnic areas, and set up for permits
- Monitor sport field usage

Qualifications

- Excellent ability to communicate and problem solve
- Ability to use a walkie talkie
- Ability to drive a golf cart
- Must have a valid G2 Drivers Licence
- Willing to work weekends and Special Events
- Emergency First Aid

Period of Employment

- May – September

Wage

- \$11.96 per hour

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Fitness and Wellness

AQUA-FIT/AQUA-ARTHRITIS INSTRUCTOR

Major Responsibilities

- Plan, organize and instruct various levels of Aquatic Fitness programs ranging from beginner exercise in shallow water to non-impact exercises in deep water
- Promote a healthy, active lifestyle

Qualifications

- C.A.L.A., Speedo or other (equivalent)
- Current Aquafitness Instructor status
- Emergency First Aid/ CPR (C)
- Experience teaching AQUAFIT classes
- Aqua-Arthritis speciality preferred
- Good interpersonal skills

Period of Employment

- Year-round (hours vary with location)

Wage

- \$22.73 - \$28.06 per hour

FITNESS INSTRUCTOR

Major Responsibilities

- Plan, organize and conduct a variety of fitness classes
- Ensure all classes are safe for all participants by making sure class content and level are appropriate
- Track and maintain class attendance
- Promote health, fitness and wellness benefits
- Set up and take down exercise equipment as required

Qualifications

- NFLAC Accredited Certification (OFC, CAN-FIT –PRO, YMCA)
- Emergency First Aid/CPR (B)
- Previous experience teaching land fitness classes
- Good interpersonal skills
- Enjoy working with people
- Weekday mornings, afternoons (Lunch Hours), and/or evenings

Period of Employment

- Year-round

Wage

- \$22.73 - \$28.06 per hour

PILATES/YOGA INSTRUCTOR

Major Responsibilities

- Plan, organize and conduct classes
- Assess and monitor participants and adjust program content accordingly

Qualifications

- Certification in pilates/yoga from a recognized agency
- Experience teaching pilates/yoga classes to adults
- Emergency First Aid / CPR (B)

Period of Employment

- Year-Round

Wage

- \$22.73 – \$28.06 per hour

TAI CHI INSTRUCTOR

Major Responsibilities

- Plan, organize and conduct Tai Chi classes
- Assess and monitor participants, and adjust program content accordingly

Qualifications

- Certification in Tai Chi
- Experience teaching Tai Chi classes to adults
- Emergency First Aid/ CPR (B)

Period of Employment

- Year-round
- Varied hours per week

Wage

- \$22.73 - \$28.06 per hour

Kickboxing Instructor (aerobic)

Major Responsibilities

- Plan organize and conduct kick box aerobic classes
- Assess and monitor participants and ensure appropriate program content and level
- Ensure classes meet health and safety standards

Qualifications

- NFLAC Accredited Certification (OFC, CAN-FIT-PRO, YMCA)
- Emergency First Aid + CPR(B) Minimum Required
- Degree or diploma in related field desired

Period of Employment

- Year-Round

Wage

- \$22.73 - \$28.06 per hour

LEADERSHIP

LEADERSHIP TRAINER

Major Responsibilities

- Plan, organize and conduct the theoretical component of the Leader in Training Program
- Assist in selection, training and evaluation of participants

Qualifications

- Experience working with youth
- Demonstrated training, group dynamics and facilitation skills
- Degree or diploma in recreation or related field preferred
- Emergency First Aid

Period of Employment

- Year-Round (Various hours)

Wage

- \$10.23 per hour

NOTE: HOURS AND/OR SHIFTS VARY PER WEEK, PER POSITION. ALL CERTIFICATIONS MUST BE CURRENT. EMERGENCY FIRST AID IS A REQUIREMENT FOR ALL POSITIONS EXCEPT WHERE NOTED THAT STANDARD IS A REQUIREMENT

SPORTS

IN-LINE SKATING INSTRUCTOR

Major Responsibilities

- On-site supervision and administration
- Develop participant skills using in-line skates
- Ensure a safe program operation for participants

Qualifications

- Good planning, organizational and instructional skills
- Knowledge of Canskate/Canfigureskate (CFSA) programs
- Previous experience teaching skating
- Emergency First Aid Certificate

Period of Employment

- May – August (Various hours)

Wage

- \$9.50 – \$19.91 per hour (based on qualifications)

SPORTS INSTRUCTOR

Major Responsibilities

- Organize and conduct technically sound instructional programs for a variety of ages and levels
- Assess and monitor participants' progress and complete achievement records

Qualifications

- Experience training and coaching in your sport, certification preferred
- Emergency First Aid Certificate

Period of Employment

- June–August (Various hours)

Wage

- \$15.58 – \$22.73 per hour

Tennis Instructor

Major Responsibilities

- Plan and instruct recreational tennis lessons for children and adults
- Good interpersonal skills

Qualifications

- Certified instructor course through the Ontario Tennis Association
- Emergency First Aid Certificate
- Strong leadership skills

Period of Employment

- April – September (various hours)

Wage

- \$9.50 – \$22.73 per hour (based on qualifications)

CYCLING INSTRUCTOR

Major Responsibilities

- Organize and implement course delivery for the following courses:
 - Adult Learn to Ride 1 & 2
 - Kids CAN-BIKE 1
 - CAN-BIKE 1 & 2
 - Cycling Freedom for Women
- Pre-course phone calls to verify cycling routes
- Co-ordinate with co-instructor (if applicable)
- Complete administrative tasks
- Maintain a safe and supportive learning environment

Qualifications

- CAN-BIKE 2 and CAN-BIKE Instructor Certificates
- Current Ontario Cycling Association Membership
- Emergency First Aid
- Must have own bicycle that complies with the HTA and approved helmet

Period of Employment

- April – October

Wage

- \$19.78 – \$21.82 per hour