

NORTH YORK DISTRICT – PART-TIME RECREATION JOBS SUMMER

TABLE OF CONTENTS

	Page #
<u>MARCH BREAK</u>	
Location Supervisor	3
Instructor	3
Leader	3
<u>AQUATICS</u>	
Pool Manager	4
Lifeguard	4
Instructor	5
Gatekeeper	5
Deck Attendant	5
<u>CAMPS</u>	
<u>SPECIALTY</u>	
Aquatic Specialty Director	6
Aquatic Specialty Instructor	6
Aquatic Instructor - Sports	6
Naorca Director	7
Nurse	7
Naorca Special Needs Co-ordinator	7
Naorca Program Specialist	8
Naorca Buildings & Grounds Supervisor	8
Naorca Maintenance	8
Naorca Section Head	9
Naorca Counsellor	9
Naorca Special Needs Counsellor	9
Naorca Inventory and Equipment Clerk	10
Naorca Courier	10
Computer Director	10
Computer Instructor	10
Fine Arts Director	11
Fine Arts Assistant Director	11
Fine Arts Instructor	11
Fine Arts Assistant Instructor	11
Goulding Director	12
Goulding Assistant Director	12
Goulding Instructor	12
Kindergym Director	13
Kindergym Instructor/Coach	13
Sporty Kids Sports Instructor	13
Sporty Kids Arts Instructor	13
Sporty Kids Leader	13
<u>CAMPS</u>	
Area Supervisor/ Children’s Program Co-ordinator	14
Location Supervisor	14
Leader/Special Needs Leader	14
<u>COMMUNITY</u>	
Playground Paradise Supervisor	15
Playground Paradise Leader	15
Pre-school Program Co-ordinator	16

<p>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 FIRST AID IS A REQUIREMENT.</p>
--

Pre-school Program Supervisor.....	16
Pre-school Program Leader.....	16
Children Program Co-ordinator	17
Children Program Supervisor.....	17
Children Program Leader.....	17
Youth Program Co-ordinator	17
Youth Program Supervisor.....	17
Youth Program Leader.....	17
Community Instructor Level II	18
Community Instructor Level I.....	18

FACILITY SUPPORT

Aquatics/Fitness Receptionist	19
Camp Naorca Office Co-ordinator.....	19
Cashier/Hostess.....	19
Bocce Registrar.....	19
Office & Equipment Clerk.....	19
Camp Administrator.....	20
Training Assistant	20

FITNESS AND WELLNESS

Fitness Co-ordinator.....	21
Fitness Instructor.....	21
Aquafit Instructor.....	21
Pilates/Yoga Instructor.....	21
Tai Chi Instructor.....	21

INCLUSION & SUPPORT

Integration Facilitator.....	22
Special Needs Co-ordinator	22

LEADERSHIP

Leadership Trainer	23
--------------------------	----

OLDER ADULT

Fitness Instructor.....	24
Aquafit Instructor.....	24
Sports Leaders.....	24

SPORTS

Instructor.....	25
Golf Instructor.....	25
Tennis Instructor	25
Leader	25
Cycling Instructor	25

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 FIRST AID IS A REQUIREMENT.

MARCH BREAK

Location Supervisor

Major Responsibilities

- Supervise and administer the March Break program at a specific facility for children aged 6–12 years
- Assist in the orientation, supervision and evaluation of part-time staff
- Plan, coordinate, implement and evaluate special events

Qualifications

- Experience supervising children
- Post-secondary education in recreation or related field preferred
- Must be willing to work up to 40 hours per week
- Current Standard First Aid

Period of Employment

- March Break

Wage

- \$11.39 – \$12.82 per hour

Instructor

Major Responsibilities

- Plan and implement the program at a specific facility for children aged 6–12 years in one of the following specialty areas:
 - gymnastics
 - drama
 - music
 - sports
 - creative arts
- Ensure that necessary equipment and supplies are available and maintained in a safe condition

Qualifications

- Minimum two years experience in one of the following specialty areas: gymnastics, sports, creative arts, drama and music
- Must be willing to work up to 40 hrs per week
- Current Emergency First Aid

Period of Employment

- March Break

Wage

- \$11.37 – \$12.82 per hour

Leader

Major Responsibilities

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

Qualifications

- Knowledge of crafts, sports, games and/or drama preferred
- Must be willing to work up to 40 hrs per week
- Current Emergency First Aid

Period of Employment

- March Break

Wage

- \$9.50 - \$10.69 per hour

AQUATICS

Pool Manager

Instructional Centre/Leisure Centre

Major Responsibilities

- Provide program supervision and assist in the orientation, supervision and evaluation of part-time staff
- Ensure pool facility, equipment and supplies meet health and safety standards; ensure proper monitoring and control of access to program and facility
- Perform administrative tasks necessary to support the program
- Ensure effective public relations and problem solve as required
- Perform cash handling duties

Qualifications

- Current (NLS)National Lifeguard Service Certificate
- Current Standard First Aid/CPR (C)
- Current Swim Instructor & LSS Instructors Certificate
- Strong interpersonal skills
- Good supervision and administrative skills
- Previous experience in an active aquatic position. Minimum 2 years
- RLSS Examiner certification preferred for instructional centres
- Aquatic Supervisor Training award
- Must be willing to work up to 40 hrs per week. Shifts and hours may vary from location to location

Period of Employment

- June – September

Wages

- \$16.05 - \$17.09 per hour- instructional centres
- \$15.66 - \$16.39 per hour- leisure centres

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)
- Must be willing to work up to 40 hrs per week
- Shifts and hours may vary from location to location

Period of Employment

- June – September

Wage

- \$12.82 - \$14.23 per hour

AQUATICS (CONTINUED)

Swim 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 Swim Instructor & Lifesaving Instructor Certificate or equivalent
- Current Bronze Cross or National Lifeguard Service Certificate
- Current Standard First Aid/CPR (C)
- Must be willing to work up to 40 hrs per week
- Shifts and hours may vary from location to location

Period of Employment

- June - September

Wage

- \$14.23 - \$15.66 per hour

Instructor/Guard

- Many combined lifeguard/instructor positions available

Gatekeeper

Major Responsibilities

- Monitor and control access to the program and facility
- Enforce safety regulations
- Deal with incidents, problems and emergencies following department policies and procedures

Qualifications

- Current Emergency First Aid Certificate
- Standard First Aid Certificate preferred
- Current Bronze Medallion preferred
- Current Bronze Cross or National Lifeguard Service Award preferred
- Must be willing to work up to 40 hrs per week
- Shifts and hours may vary from location to location

Period of Employment

- June – September

Wage

- \$9.50 per hour

Deck Attendant

Major Responsibilities

- Maintain a clean, safe environment in the changing and shower areas
- Help conduct aquatic programs

Qualifications

- Current Emergency First Aid Certificate
- Standard First Aid Certificate preferred
- Current Bronze Medallion
- Current Bronze Cross preferred
- Current (NLS) National Lifeguard Certificate Award preferred
- Must be willing to work up to 40 hours a week. Shifts and hours may vary from location to location

Period of Employment

- June - September

Wage

- \$9.50 - \$9.97 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 FIRST AID IS A REQUIREMENT.

CAMPS

AQUATICS CAMP

Aquatic Specialty Camp Director

Major Responsibilities

- Assist in the planning and implementation of daily camp aquatic and non-aquatic programs and activities
- Provide program supervision
- Assist in the selection, training, supervision and evaluation of camp staff

Qualifications

- Current Standard First Aid/CPR (C)
- National Lifeguard Service Award preferred
- Current Swim Instructor & Lifesaving Instructor Certificate
- Previous supervisory experience
- Experience planning, supervising and administering recreation programs for children
- Camp experience preferred
- Post-secondary education in related field preferred
- Must be willing to work up to 40 hrs per week July – August

Period of Employment

- May – August

Wage

- \$18.53 - \$20.67 per hour

Specialty Instructor - Aquatic

Major Responsibilities

- Plans, organize and conduct aquatic classes in an assigned sports activities for children aged 7-12 years
- Evaluate participants and complete achievement records

Qualifications

- Current Standard First Aid/CPR (C)
- NCCP level 1
- Certified instructor in one or more of : springboard diving, snorkeling, competitive swimming, synchronized swimming, water polo and water basketball
- Must be willing to work up to 40 hrs per week

Employment Period

- June – August

Wage

- \$17.09 - \$19.95 per hour

Instructor – Sports

Major Responsibilities

- Plan, organize and conduct classes in an assigned sports area, along with other recreational activities, for children aged 7-12 years
- Evaluate participants and complete achievement records

Qualifications

- Experience teaching children in one or more of: softball, soccer, European handball, basketball, hockey, volleyball, badminton and trampoline
- Camp experience preferred
- NCCP Level 1 preferred
- Must be willing to work up to 40 hrs per week
- Emergency First Aid-CPR B

Period of Employment

- June – August

Wage

- \$11.39 - \$14.23 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 FIRST AID IS A REQUIREMENT.

CAMPS (CONTINUED)

CAMP NAORCA

Director

Major Responsibilities

- Supervise and co-ordinate the daily camp activities including daily bus transportation
- Assist in the selection, training, supervision, and evaluation of part-time camp staff
- Oversee the planning, implementation and evaluation of specialty program

Qualifications

- Minimum of two years camp experience in a supervisory position, with an emphasis on programming
- Must be willing to work up to 40 hrs per week
- Current Standard First Aid

Period of Employment

- January – August

Wage

- \$18.17 - \$21.02 per hour

Nurse

Major Responsibilities

- Assess and treat injuries and handle emergencies
- Complete and maintain camper and staff medical records

Qualifications

- Registered nurse preferred
- Practical nursing experience with children preferred
- Must be willing to work up to 40 hrs per week
- Current Standard First Aid

Period of Employment

- June – August

Wage

- \$13.54 - \$16.39 per hour

Special Needs Coordinator

Major Responsibilities

- Assess potential special needs campers and arrange appropriate placements
- Give guidance to counsellors working with children with special needs
- Communicate and work co-operatively with parents of special needs children and with other organizations

Qualifications

- Two years experience working with children and youth with special needs in an integrated program
- Camp experience at a supervisory level
- Valid G driver's license and use of a vehicle preferred
- Must be willing to work up to 40 hrs per week
- Current Standard First Aid

Period of Employment

- March – August

Wage

- \$15.66 - \$17.83 per hour

CAMPS (CONTINUED)

Program Specialist

Nature, Drama & Music, Ecology, Initiative Task & Games and Sport/Active Games. Please indicate the specialty area(s) which you are interested in on your application.

Major Responsibilities

- Plan, organize and conduct lessons in the specialty area: nature, drama, music, ecology and active sport games and initiative tasks
- Assist in the planning and implementation of special events and other senior staff duties.

Qualifications

- Previous instructing experience in the specialty area
- Day camp experience is preferred
- Must be willing to work up to 40 hrs per week, July – August
- Current Standard First Aid

Period of Employment

- March –August

Wage

- \$11.39 - \$12.82 per hour

Buildings and Grounds Supervisor

Major Responsibilities

- Ensure that camp buildings and grounds are well maintained and meet health and safety standards
- Ensure that the necessary equipment and supplies are available and maintained in safe condition
- Assist in the supervision and evaluation of part-time camp staff

Qualifications

- Experience in a camp setting preferred
- Must be willing to work up to 40 hrs per week
- Current Standard First Aid

Period of Employment

- June – August

Wage

- \$11.39 - \$12.82 per hour

Maintenance

Major Responsibilities

- Perform general maintenance: water supply, control of litter, campsite cleanliness, facilities, equipment and grounds
- Assist in repairs of facilities and equipment

Qualifications

- Capable of lifting at least 11 kg. (25 lbs.)
- Camp experience preferred
- Must be willing to work up to 40 hrs per week
- Current Emergency First Aid

Period of Employment

- June – August

Wage

- \$9.50 - \$9.97 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 FIRST AID IS A REQUIREMENT.

CAMPS (CONTINUED)

Section Head

Major Responsibilities

- Plan and co-ordinate programming for a specific age group
- Assist in the selection and training of part-time staff
- Supervise and evaluate part-time staff
- Ensure that program location, equipment and supplies meet health and safety standards

Qualifications

- Camp experience at a supervisory level preferred
- Must be willing to work up to 40 hrs per week
- Current Standard First Aid

Period of Employment

- March – August

Wage

- \$14.26 - \$15.66 per hour

Counsellor

Major Responsibilities

- Plan, organize and lead the camp program for an assigned tent group
- Participate in and supervise participants in waterfront and specialty programs
- Give guidance to Leadership trainees

Qualifications

- Creative planning skills in one or more of the following areas: games, nature lore, songs, stories, arts and crafts, sports, or other camp activities
- Previous counsellor experience at a day camp is preferred
- Current Bronze Cross preferred
- Must be willing to work up to 40 hrs per week
- Current Emergency First Aid

Period of Employment

- June – August

Wage

- \$9.50 - \$10.69 per hour

Special Needs Counsellor

Major Responsibilities

- Plan, organize and lead camp programs for a group of children with special needs
- Assist with the integration of children with special needs into camp activities
- Participate in and supervise campers in waterfront and specialty programs

Qualifications

- Previous counsellor experience at a camp program (day camp preferred)
- Experience working with special needs children
- Must be willing to work up to 40 hrs per week
- Current Emergency First Aid

Period of Employment

- June – August

Wage

- \$9.50 - \$10.69 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 FIRST AID IS A REQUIREMENT.

CAMPS (CONTINUED)

Inventory & Equipment Clerk

Major Responsibilities

- Ensure that the necessary equipment and supplies are available and maintained in a safe condition
- Distribute, control and store program equipment and supplies
- Assist in ordering supplies and inventory control

Qualifications

- Familiarity with camp supplies and equipment
- Camp experience preferred
- Must be willing to work up to 40 hrs per week
- Current Emergency First Aid

Period of Employment

- June – August

Wage

- \$9.50 - \$9.97 per hour

Courier

Major Responsibilities

- Pick up and deliver supplies and equipment using the camp van
- Keep the camp van in safe operating condition
- Ensure the proper storage and distribution of food and water supplies
- Assist in maintenance and inventory control

Qualifications

- Valid G driver's license
- Must pass the City of Toronto's traffic department test
- Good driving record, with a minimum of two years driving experience preferred
- Must be willing to work up to 40 hrs per week, July – August
- Current Emergency First Aid

Period of Employment

- May – August

Wage

- \$9.50 - \$10.69 per hour

COMPUTER CAMP

Director

Major Responsibilities

- Oversee the planning, organization and leadership of all camp activities for children aged 7-14 years
- Plan, organize and supervise computer lessons and sport activities
- Assist in selection, training, supervision and evaluation of part-time staff

Qualifications

- Strong interpersonal skills
- Previous experience teaching/supervising computer programs for children
- Experience in planning and administering recreation programs for children
- Technical expertise in a variety of computer applications
- Post secondary education in computer or recreation preferred
- Must be willing to work up to 40 hrs per week, July – August
- Current Standard First Aid

Period of Employment

- April – August

Wage

- \$12.82 - \$15.66 per hour

Instructor

Major Responsibilities

- Plan, organize and conduct computer classes or recreational activities for children aged 7-14 years

Qualifications

- Experience working with children
- Intermediate level of computer knowledge
- Experience teaching children in one or more of the following: soccer, basketball, hockey, softball and volleyball
- Must be willing to work up to 40 hrs per week
- Current Emergency First Aid

Period of Employment

- June – August

Wage

- \$11.39 - \$14.23 per hour

CAMPS (CONTINUED)

FINE ARTS CAMP

Director

Major Responsibilities

- Oversee the planning, organization and leadership of all activities for children aged 6-14 years
- Assist in the selection, training, supervision and evaluation of a part-time staff

Qualifications

- Experience planning, supervision and administering recreation programs for children
- Experience in teaching one or more of the following: dance, drama, visual arts, music or video production
- Post-secondary education in recreation or related field preferred
- Must be willing to work up to 40 hrs per week, July –August
- Current Standard First Aid

Period of Employment

- March – August

Wage

- \$14.23 - \$17.09 per hour

Assistant Director

Major Responsibilities

- Assist in planning and implementing a fine arts camp for children aged 6-14 years
- Conduct classes and other recreational activities
- Assist in coordinating and evaluating special events

Qualifications

- Experience teaching fine arts or recreation for children
- Technical knowledge in one or more of the following: dance, music, drama, visual arts, music or video production
- Must be willing to work up to 40 hrs per week, July – August
- Current Emergency First Aid

Period of Employment

- April – August

Wage

- \$11.39 - \$14.23 per hour

Instructor

Major Responsibilities

- Plan, organize and conduct classes in an assigned specialty area along with other recreational activities for children aged 6-14 years
- Evaluate participants and complete achievement records

Qualifications

- Experience teaching children in one or more of the following: dance, drama, visual arts, music or video production
- Must be willing to work up to 40 hrs per week
- Current Emergency First Aid

Period of Employment

- July – August

Wage

- \$11.39 – \$14.23 per hour

Assistant Instructor

Major Responsibilities

- Assist in planning, organizing and conducting fine arts classes and other recreational activities for children aged 6-14 years

Qualifications

- General knowledge of visual arts, sports and games
- Experience working with children
- Must be willing to work up to 40 hrs per week
- Current Emergency First Aid

Period of Employment

- July – August

Wage

- \$9.50 - \$10.69 per hour

CAMPS (CONTINUED)

GOULDING SPORTS CAMP

Director

Major Responsibilities

- Oversee the planning, organization and leadership of all camp activities for children aged 7-14 years
- Assist in the selection, training, supervision and evaluation of part- time staff

Qualifications

- Experience planning, supervising and administering recreation programs for children
- Experience teaching a variety of sports
- Post-secondary education in recreation or related field preferred
- Camp experience preferred
- NCCP Level 1 preferred
- Must be willing to work up to 40 hrs per week, July - August
- Current Standard First Aid

Period of Employment

- March – August

Wage

- \$14.23 - \$17.09 per hour

Assistant Director

Major Responsibilities

- Assist in organizing, planning and implementing a sports camp for children aged 7- 14 years
- Give guidance to instructors
- Provide program supervision for assigned areas of the camp program
- Assist in the selection, training, supervision and evaluation of part-time staff

Qualifications

- Experience teaching sports programs for children
- Experience teaching a variety of sports
- Camp experience preferred
- NCCP Level 1 preferred
- Must be willing to work up to 40 hrs per week, July – August
- Current Emergency First Aid

Period of Employment

- April – August

Wage

- \$11.39 - \$14.23 per hour

Instructor

Major Responsibilities

- Plan, organize and conduct classes in an assigned sports area, along with other recreational activities, for children aged 7-14 years
- Evaluate participants and complete achievement records

Qualifications

- Experience teaching children in one or more of the following: softball, soccer, tennis, swimming, basketball, karate, ball hockey, volleyball, badminton, floor hockey, skate boarding , scooter, in-line skating and biking
- Camp experience preferred
- NCCP Level 1 preferred
- Must be willing to work up to 40 hrs per week
- Current Emergency First Aid

Period of Employment

- June – August

Wage

- \$11.39 - \$14.23 per hour

CAMPS (CONTINUED)

KINDERGYM CAMP

Director

Major Responsibilities

- Oversee the planning, organization and leadership of all activities of a gymnastics camp for children aged 3-7 years
- Assist in the selection, training, supervision and evaluation of part-time staff

Qualifications

- O.G.F. Coaching Certificate, Level 1 (Level II preferred)
- Experience planning, supervising and administering recreation programs for children
- Experience teaching co-ed gymnastics
- Must be willing to work up to 40 hrs per week, July – August
- Current Standard First Aid

Period of Employment

- April – August

Wage

- \$13.54 - \$17.09 per hour

Instructor/Coach

Major Responsibilities

- Plan, organize and conduct gymnastic classes and other recreational activities for children aged 3-7 years
- Assist in planning, coordinating, implementing, and evaluating special events

Qualifications

- Working to obtain an O.G.F. Coach Certification Level 1 (OGF Level II preferred)
- Minimum of two years coaching experience in gymnastics
- Current Emergency First Aid

Period of Employment

- June – August

Wage

- \$11.39 - \$14.23 per hour

SPORTY KIDS/MITCHELL FIELD

Sports Instructor

Major Responsibilities

- Plan, organize and conduct a specialty program for children ages 7-12 years
- Evaluate participants and complete achievement records

Qualifications

- Knowledge of specialty skill
- Strong programming skills
- Experience teaching children 7-12 years of age in one or more of the following: basketball, volleyball, badminton, floor hockey and karate
- Must be willing to work up to 40 hrs per week
- Current Standard First Aid

Period of Employment

- June – August

Wage

- \$11.39 - \$14.23 per hour

Art Instructor

Major Responsibilities

- Plan, organize and conduct a specialty program for children 7- 12 years
- Evaluate participants and complete achievement records

Qualifications

- Knowledge of specialty skill
- Strong programming skills
- Experience teaching children general visual arts and crafts, ages 7- 12 years
- Must be willing to work up to 40 hrs per week
- Current Standard First Aid

Period of Employment

- June – August

Wage

- \$11.39 - \$17.83 per hour

Program Leader

Major Responsibilities

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

Qualifications

- Experience working with children
- Strong programming skills
- Must be willing to work up to 40 hrs per week
- Current Emergency First Aid

Period of Employment

- June – August

Wage

- \$9.50 - \$10.69 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 FIRST AID IS A REQUIREMENT.

CAMPS (CONTINUED)

Area Supervisor/Children Program Co-ordinator

Major Responsibilities

- Coordinate all aspects of the playground program for a specific area
- Assist in the selection, training, supervision and evaluation of part-time staff

Qualifications

- Valid G driver's license and use of a vehicle
- Experience hiring, training and supervising staff
- Post-secondary education in recreation or related field preferred
- Must be willing to work up to 40 hrs per week July – August
- Current Standard First Aid

Period of Employment

- March – August

Wage

- \$14.23 - \$18.53 per hour

Location Supervisor

Major Responsibilities

- Supervise and administer the playground program at a specific location
- Assist in the orientation, supervision and evaluation of part-time staff
- Plan, co-ordinate, implement and evaluate special events

Qualifications

- Experience supervising children 5-12 years
- Post-secondary education in recreation or related field desirable
- Must be willing to work up to 40 hrs per week, July - August
- Current Standard First Aid

Period of Employment

- May – August

Wage

- \$14.26 - \$15.66 per hour

Leader/Special Needs Leader

Major Responsibilities

- Plan, organize and lead recreation programs for a group of children aged 5-12 years
- Ensure that the necessary equipment and supplies are available and maintained in a safe condition
- Give guidance to junior leaders and /or L.I.T.'s

Qualifications

- Knowledge of crafts, sports, games, or drama
- Experience or knowledge working with special needs children
- Must be willing to work up to 40 hrs per week
- Current Emergency First Aid

Period of Employment

- June – August

Wage

- \$9.50 - \$10.69 per hour

PLAYGROUNG PARADISE

Supervisor

Major Responsibilities

- Responsible for supervision of playground
- Assist in necessary administrative functions

Qualifications

- Strong administrative and conflict resolution skills
- Experience supervising staff preferred
- Knowledge of Playground Paradise services and operations
- Must be willing to work up to 40 hrs per week
- Current Standard First Aid

Period of Employment

- June – August

Wage

- \$14.26 - \$15.66 per hour

Leaders

Major Responsibilities

- Oversee the safety and supervision of children in the playground
- Interact with guests including parents and children
- Provide excellent customer service

Qualifications

- Good public relation skills
- Experience working with children
- Must be willing to work up to 40 hrs per week
- Current Emergency First Aid

Period of Employment

- June – August

Wage

- \$9.50 - \$10.69 per hour

COMMUNITY (CONTINUED)

Preschool Program Coordinator

Major Responsibilities

- Assist in the evaluation of programs and make recommendations
- Assist in the selection, training, supervision and evaluation of part-time staff
- Ensure that program facilities, equipment and supplies meet health and safety standards
- Assist in the publicity and promotion of the programs

Qualifications

- Valid G driver's license and use of a vehicle
- Previous experience supervising staff in a pre-school program
- Post secondary education in recreation, E.C.E. or related fields preferred
- Current Standard First Aid

Period of Employment

- July - August

Wage

- \$14.23 - \$18.53 per hour

Preschool Program Supervisor

Major Responsibilities

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

Qualifications

- Completion of an E.C.E. Diploma preferred
- Experience with pre-school programs
- Current Standard First Aid

Period of Employment

- July - August

Wage

- \$11.39 - \$14.23 per hour

Preschool Program Leader

Major Responsibilities

- Plan, organize, and lead a pre-school recreation program
- Ensure that necessary equipment and supplies are available and perform administrative tasks to support the program

Qualifications

- Experience working with children
- Strong program planning skills
- Current Emergency First Aid

Period of Employment

- July - August

Wage

- \$9.50 - \$11.39 per hour

COMMUNITY (CONTINUED)

Children's Program Coordinator

Major Responsibilities

- Overall supervision and administration of children's recreation programs at a variety of locations
- Assist in the evaluation of programs and make program recommendations
- Assist in the selection, training, supervision and evaluation of part-time staff
- Ensure program facilities, equipment and supplies meet health and safety standards
- Assist in the publicity and promotion of the program

Qualifications

- Valid G driver's license and use of a vehicle
- Previous experience supervising staff working in a children's program
- Post-secondary education in recreation or related field preferred
- Current Standard First Aid

Period of Employment

- June – August

Wage

- \$14.23 - \$18.53 per hour

Children's Program Supervisor

Major Responsibilities

- Plan, supervise and administer a children's recreation program
- Evaluate program and make recommendations
- Assist in staff selection, training and supervision

Qualifications

- Experience working with children
- Good supervision and program planning skills
- Current Standard First Aid

Period of Employment

- July – August

Wage

- \$9.97 - \$12.82 per hour

Children's Program Leader

Major Responsibilities

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

Qualifications

- Experience working with children
- Strong program planning skills
- Current Emergency First Aid

Period of Employment

- July – August

Wage

- \$9.50 - \$10.69 per hour

Youth Program Coordinator

Major Responsibilities

- Assist in the selection, training, supervision and evaluation of part-time staff
- Ensure that program facilities, equipment and supplies meet health and safety standards
- Assist in the evaluation of programs and make recommendations
- Assist in publicity and promotion of programs

Qualifications

- Valid G driver's license and use of a vehicle
- Previous experience supervising staff working in a youth program
- Post-secondary education in recreation or related field preferred
- Current Standard First Aid

Period of Employment

- May - August

Wage

- \$14.23 - \$18.53 per hour

Youth Program Supervisor

Major Responsibilities

- Plan, organize, administer and lead a youth recreation program
- Assist in staff selection, training, and supervision
- Ensure that the program meets all health and safety standards

Qualifications

- Experience with youth programs
- Post-secondary education in recreation or related field preferred
- Good supervision and programming skills
- Current Standard First Aid

Period of Employment

- July - August

Wage

- \$9.97 - \$14.23 per hour

Youth Program Leader

Major Responsibilities:

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

Qualifications

- Experience with youth programs preferred
- Strong program planning skills
- Current Emergency First Aid

Period of Employment

- July - August

Wage

- \$9.50 - \$11.39 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 FIRST AID IS A REQUIREMENT.

COMMUNITY (CONTINUED)

Community Instructor Level II

- Preschool Instructor positions available
- Children's Instructor positions available in soccer, basketball and a variety of sports positions, drama and computers
- Adult/Youth Instructor positions available in: fitness, weight room, kickboxing, and ballroom, line, Latin and hip-hop dancing
- Adult instructor positions available in: ballroom dancing, watercolor art and ceramics

Major Responsibilities

- Independently plan, organize and conduct a specialty program for preschoolers, children, youth or adults
- Evaluate the program and make recommendations
- Ensure that program facility meets health and safety standards

Qualifications

- Experience planning and instructing specialty programs
- Formal training in the specialty are preferred (dance, drama, arts and crafts, music, gymnastics, nature etc.)
- Current Standard First Aid

Period of Employment

- July - August

Wage

- \$17.09 - \$24.21 per hour

Community Instructor Level I

- Preschool Instructor positions available
- Children's Instructor positions available in: Chess, Dance, Cooking, Arts and Crafts, Karate, Basketball, Soccer and Mastermind
- Youth Weight Room Instructor position available
- Adult/Youth Instructor positions available – ballroom, hip-hop and line dance and table tennis

Major Responsibilities

- Plan, organize and lead a specialty program or component for preschoolers, children, youth or adults
- Evaluate participants and complete achievement records
- Ensure that equipment and supplies are available and meet safety standards
- Must be willing to work up to 40 hours per week

Qualifications

- Experience in specialty skills (drama, dance, arts and crafts, sports, music, etc.)
- Strong program planning skills
- Current Emergency First Aid

Period of Employment

- July - August

Wage

- \$11.39- \$17.83 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 FIRST AID IS A REQUIREMENT.

FACILITY SUPPORT

Aquatics/Fitness Receptionist

Cummer Fitness Centre/Douglas Snow Aquatics Centre/Flemingdon Resource Centre

Major Responsibilities

- Perform cash handling duties that include sales, registration and cash/deposits balancing
- Answer counter and telephone inquiries
- Distribute and control program equipment supplies

Qualifications

- Organizational, administrative and public relations skills
- Experience operating a cash register
- Current Emergency First Aid or Standard First Aid

Period of Employment

- Year-round

Wage

- \$10.69 - \$12.10 per hour

Camp Naorca Office Co-ordinator

Major Responsibilities

- Perform general administrative duties, including the maintenance of program records and reports
- Answer public inquiries
- Give guidance to the office and supply clerk

Qualifications

- Camp and/or office experience preferred
- Must be willing to work up to 40 hrs per week
- Current Emergency First Aid

Period of Employment

- June – August

Wage

- \$9.97- \$11.39 per hour

Cashier/Hostess

Flemingdon Community Centre

Major Responsibilities

- Monitor access to facility
- Perform cash handling and other administrative duties
- Provide assistance to public as required

Qualifications

- Good administration and customer service skills
- Computer/keyboarding skills
- Experience with a cash register
- Current Emergency First Aid

Period of Employment

- Year-round

Wage

- \$10.69 - \$12.10 per hour

Bocce Registrar

Major Responsibilities

- Monitor and control access to the bocce courts
- Perform cash handling duties that include sales, registration and cash/deposits balancing
- Answer public inquiries and follow up when required
- Provide assistance to staff & public

Qualifications

- Strong interpersonal skills
- Good administrative and public relations skills
- Previous cash handling experience preferred
- Current Emergency First Aid

Period of Employment

- May–September

Wage

- \$10.69 - \$12.10 per hour

FACILITY SUPPORT (CONTINUED)

Goulding Sports Camp Office & Equipment Clerk

Major Responsibilities

- Distribute and control program equipment and supplies
- Answer public enquiries over the phone and in person
- Perform administration tasks necessary to support the program

Qualifications

- Strong interpersonal skills
- Strong organization, communication and administrative skills
- Knowledge of sports is preferred
- Must be willing to work up to 40 hrs per week
- Current Emergency First Aid

Period of Employment

- June – August

Wage

- \$9.50 - \$9.97 per hour

Camp Administrator

Major Responsibilities

- Perform administrative tasks, including maintaining program records and reports
- Assist in the selection, training, supervision and evaluation of part-time staff
- Answer public inquiries

Qualifications

- Supervisory and office experience
- Computer/keyboarding skills
- Must be willing to work up to 40 hrs per week
July – September
- Current Emergency First Aid

Period of Employment

- June - August

Wage

- \$12.82 - \$14.23 per hour

Training Assistant

Major Responsibilities

- Deliver training sessions in Child Abuse, Workplace Safety, WHMIS and Workplace Harrassment
- Assist in planning, co-ordinating and evaluating training sessions
- Maintain training records and reports, files and materials
- Ensure that the necessary equipment and supplies are available

Qualifications

- Available to work flexible hours including evenings and weekends
- Strong interpersonal skills
- Demonstrated experience in delivering training programs
- Knowledge and understanding of adult education principles
- Must be willing to work up to 40 hrs per week
- Current Emergency First Aid

Period of Employment

- March – August

Wage

- \$14.23 - \$17.09 per hour

FITNESS & WELLNESS

Fitness Coordinator

Major Responsibilities

- Monitor, appraise and conduct fitness programs at the Cummer Park Fitness Centre
- Ensure the safe use of equipment and facilities
- Conduct fitness tests and prepare exercise program cards
- Plan, organize and conduct fitness classes

Qualifications

- CPR Certificate- CFC Certified
- Registered Fitness Appraiser
- Certified Fitness Consultant
- Current Standard First Aid

Period of Employment

- Year-round

Wage

- \$15.66 - \$21.38 per hour

Fitness Instructor

Major Responsibilities

- Plan, organize and conduct fitness classes
- Assess and monitor participants, and ensure that program content and level are appropriate
- Ensure that classes meet health and safety standards

Qualifications

- Certified Fitness Instructor (according to the NFLAC Accredited Certification – ie: OFC, Can-Fit-Pro, ACE)
- CPR Certificate
- Experience teaching a variety of fitness classes
- Emergency First Aid

Period of Employment

- Year-round

Wage

- \$23.52 - \$27.06 per hour

Aquafit Instructor

Major Responsibilities

- Plan, organize and conduct safe, enjoyable classes for each age and level of ability
- Ensure that classes meet health and safety standards

Qualifications

- Certified Fitness Instructor (according to the FLAC Accredited Certification – ie: OFC, Can-Fit-Pro, ACE)
- Certified – CALA or SPEEDO
- Current Standard First Aid /CPR (C)
- Experience teaching aquafit classes

Period of Employment

- Year-round

Wage

- \$23.52 - \$27.06 per hour

Pilates/Yoga Instructor

Major Responsibilities

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

Qualifications

- Experience teaching yoga classes to adults
- Certification in yoga
- Current Emergency First Aid

Period of Employment

- Year-round

Wage

- \$23.52 - \$27.06 per hour

Tai Chi Instructor

Major Responsibilities

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

Qualifications

- Experience teaching tai chi classes to adults
- Certification in tai chi
- Current Emergency First Aid

Period of Employment

- Year-round

Wage

- \$23.52 - \$27.06 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 FIRST AID IS A REQUIREMENT.

INCLUSION & SUPPORT

Integration Facilitator

Major Responsibilities

- Plan, organize and lead programs for children with special needs at a variety of locations
- Promote positive attitude towards integrating persons with disabilities into recreational programs
- Select appropriate programs and facilitate staff discussions regarding any adaptations required to meet participant needs

Qualifications

- Experience working with individuals with special needs (community/recreational setting preferred)
- Valid G driver's license and use of a vehicle preferred
- Knowledge of recreation program planning skills
- Must be willing to work up to 40 hrs per week
- Current Emergency First Aid

Period of Employment

- July – August

Wage

- \$10.68 - \$12.82 per hour

Special Needs Co-ordinator

Major Responsibilities

- Provide on-going program support
- Work co-operatively with agencies servicing persons with special needs
- Assess potential special needs participants and arrange placements
- Provide guidance and training to leaders working with participants with special needs
- Communicate and work co-operatively with the parents/caregivers of children with special needs
- Assist in interviewing of special needs leaders

Qualifications

- Valid G driver's licence and use of a vehicle
- Two years experience working with children with special needs
- Education or training in a related field preferred
- Must be willing to work up to 40 hrs per week
- Current Standard First Aid

Period of Employment

- March – August

Wage

- \$15.66 - \$17.83 per hour

Leadership Trainer

Camps (Fine Arts, Goulding Sports and Naorca) and Community Programs

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 and children
- Demonstrated training, group dynamics and facilitation skills
- Degree or diploma in recreation or related field preferred
- Current Emergency First Aid

Period of Employment

- April – August

Wage

- \$15.66 – \$18.53 per hour

OLDER ADULTS

Fitness Instructors

Major Responsibilities

- Plan, organize and conduct safe, enjoyable fitness classes for each age and level of ability
- Ensure that classes meet health and safety standards

Qualifications

- Certified Fitness Instructor (according to the NFLAC Accredited Certification – ie: OFC, Can-Fit-Pro, ACE)
- Experience in teaching a variety of fitness classes
- CPR Certificate
- Current Emergency First Aid

Period of Employment

- Year Round

Wage

- \$23.52 - \$27.06 per hour

Aquafit Instructor

Major Responsibilities

- Plan, organize and conduct safe, enjoyable fitness classes for each age and level of ability
- Assess and monitor participants, and ensure that program content and level are appropriate
- Ensure that classes meet health and safety standards

Qualifications

- Certified Fitness Instructor (according to the NFLAC Accredited Certification – ie: OFC, Can-Fit-Pro, ACE)
- Certified – CALA or SPEEDO
- Current Standard First Aid/CPR (C)
- Experience teaching aquafit classes

Period of Employment

- Year – round

Wage

- \$23.52 - \$27.06 per hour

Sports Leader

Major Responsibilities

- Organize and lead programs in one of the following sports: volleyball, basketball, or badminton
- Monitor participants and adjust the level of program to their abilities
- Complete and maintain program records and reports
- Assist in tournaments or special events

Qualifications

- Technical experience in the specific sport
- Teaching and leadership experience
- Level 1 coaching, 2nd year physical education, or related degree or diploma desired
- Current Emergency First Aid

Period of Employment

- June - August

Wage

- \$10.69 - \$12.82 per hour

SPORTS

Adult Sports Instructor

Major Responsibilities

- Organize and conduct a special interest program
- Evaluate participants and complete achievement records

Qualifications

- Good planning, instruction and communication skills
- Experience in one of the following sports, volleyball, basketball, golf or badminton
- Current Emergency First Aid

Period of Employment

- June – August

Wage

- \$21.38 - \$27.06 per hour

Golf Instructor

Major Responsibilities

- Plan, organize and conduct technically sound golf programs
- Assess and monitor participants and adjust program content accordingly

Qualifications

- Training and experience in golf instruction
- Certification in golf
- Current Emergency First Aid

Period of Employment

- July – August

Wage

- \$21.38 - \$27.06 per hour

Tennis Instructor

Major Responsibilities

- Organize and conduct tennis lessons for a variety of ages and levels
- Evaluate participants and complete achievement records

Qualifications

- Ontario Tennis Association Instructor Certificate Level 1
- Experience teaching tennis preferred
- Current Emergency First Aid

Period of Employment

- June – August

Wage

- \$23.52 - \$27.06 per hour

Adult Sports Leader

Major Responsibilities

- Organize and lead programs in one of the following sports: volleyball, basketball, golf or badminton
- Assess and monitor participants and adjust program content accordingly
- Complete and maintain program records and reports
- Assist in tournaments or special events

Qualifications

- Technical experience in a specific sport
- Teaching and leadership experience
- Level I coaching, 2nd year physical education, or related degree or diploma desired
- Current Emergency First Aid

Period of Employment

- Year-round

Wage

- \$10.69 - \$12.82 per hour

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 per hour