

**SCARBOROUGH DISTRICT - PART-TIME RECREATION JOBS  
FALL/ WINTER/ SPRING**

**TABLE OF CONTENTS** Page #

**ADAPTED & INTEGRATED SERVICES**

Integration Worker .....3  
Special Needs Leaders .....3

**AQUATICS**

Instructor .....4  
Lifeguard.....4  
Instructor/Guard.....4  
Assistant Instructor .....4

**ARTS**

**DANCE**

Children or Youth or Adult Dance Instructor .....5

**DRAMA**

Children or Youth Drama Instructor .....5

**MUSIC**

Children or Adult Music Instructor .....6

**VISUAL ARTS**

Children or Youth or Adult Art Instructor .....6

**COMMUNITY**

**CHILDREN'S PROGRAMS**

Children's Program Leader .....7

**PRE-SCHOOL PROGRAMS**

Pre-school Instructor .....7

**YOUTH PROGRAMS**

Youth Drop-In Leader .....7

**FACILITY SUPPORT**

Hall Convenor .....8  
Rink Maintenance .....8  
Facility Attendant.....8

**FITNESS & WELLNESS**

Pilates/Yoga Instructor .....9  
Tai Chi Instructor .....9  
Aqua Fitness Instructor .....9  
Fitness Instructor.....9  
Fitness Centre Instructor – Health Club .....9

**LEADERSHIP**

Teen Leadership Co-ordinator .....10

**MARCH BREAK**

March Break Leaders .....11

**OLDER ADULTS**

Older Adult Fitness Instructor .....12  
Older Adult Bridge Instructor .....12  
Older Adult Dance Instructor .....12  
Older Adult Tennis Instructor .....12  
Older Adult Craft Instructor .....12

**SKATING**

Hockey Instructor .....13  
Learn To Skate Instructor .....13  
Rink Cruiser .....13

**SPORTS**

Tennis Instructor .....14  
Gymnastics Instructor .....14  
Cycling Instructor .....14  
Other sports positions that may become available .....14

## ADAPTED & INTEGRATED SERVICES

### **Integration Worker**

#### **Major Responsibilities**

- Assist in the day-to-day operation and planning of recreation camp/program acting as a one-to-one worker for a special needs person, incorporating all principles of camp/program operations – e.g. special activities, major/minor events, field trips
- Facilitator to special needs participants in mainstream recreation programs
- Respond to needs and injuries of fellow staff and participants on-site
- Act as a liaison to inquiries from parents, staff and participants, while maintaining contact with supervisory staff

#### **Qualifications**

- Minimum one year experience in recreation camp/program setting as a special services leader
- Experience working with individuals with special needs
- Current Emergency First Aid/CPR

#### **Period of Employment**

- October - April

#### **Wage**

- \$11.40 per hour

### **Special Needs Leader**

#### **Major Responsibilities**

- Assist in the day-to-day operation and planning of special needs camps/programs eg. special activities, major/minor events, field trips
- Facilitator to participants of special needs programs
- Respond to needs and injuries of fellow staff and participants on-site
- Act as a liaison to inquiries from parents, staff and participants, while maintaining contact with supervisory staff

#### **Qualifications**

- Minimum one year experience in recreation camp/program setting as an assistant youth leader
- Experience working with individuals with special needs
- Current Emergency First Aid/CPR

#### **Period of Employment**

- October - April

#### **Wage**

- \$11.40 per hour

## AQUATICS

### **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 Certificate
- Current Lifesaving Society Lifesaving Instructor Certificate
- Current National Lifeguard Service or Bronze Cross
- Current Standard First Aid/CPR (C)
- Days, evenings and weekend hours and shift work required
- Shifts and hours may vary from location to location

#### **Period of Employment**

- September – June

#### **Wage**

- \$11.60-\$13.13 per hour

### **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
- Shifts and hours may vary from location to location

#### **Period of Employment**

- September – June

#### **Wage**

- \$10.99 – \$12.49 per hour

### **Instructor/Guard**

- Many combined lifeguard/instructor positions available

**Note: Aquatic certifications current for 2 yrs from date of certification**

### **Assistant Instructor**

#### **Major Responsibilities**

- Assist in the teaching and delivery of instructional curriculum following the Learn to Swim and Lifesaving Program Guidelines
- Complete and maintain applicable records and reports
- Must attend all District and Regional Training
- Provides support to both Instructors and Head Instructors
- Responsible for preparation and clean up of facility
- Enforce safety rules according to the City of Toronto's Policies and Procedures

#### **Qualifications**

- Many combined lifeguard/instructor positions available
- Current Bronze Cross or NLS
- Current Lifesaving Society Assistant Instructor Award or equivalent
- Current Standard First Aid/CPR (C)
- Days, evenings and weekend hours and shift work required
- Shifts and hours may vary from location to location

#### **Period of Employment**

- September – June

#### **Wage**

- \$9.52 per hour

## ARTS

### DANCE

#### Children or Youth or Adult Dance

##### Instructor

**Children's Specialty Areas:** Intro to Dance, Ballet, Drama & Dance, Urban Dance, Modern Dance, Jazz, Hip Hop, Tap,

**Youth Specialty Areas:** Teen Jazz, Teen Hip Hop

**Adult Specialty Areas:** Belly Dance, Clogging, Contemporary Line Dance, Country Line Dance, Swing Dancing, Traditional Line Dance, Latin Dance Ballroom Dance/Ballroom Line Dance, and Chutney

Please specify your area of interest on your application form and detail your skills and experience in any specialty.

##### Major Responsibilities

- Plan, implement and conduct dance classes
- Provide music and possibly a music player
- Submit biweekly attendance registration and program reports
- Ensure the necessary equipment and supplies are available and meet safety standards
- Complete and maintain applicable records and reports
- Maintain cleanliness and safety of facility

##### Qualifications

- Technical and practical training in one or more of the above dance disciplines
- Experience teaching dance programs and participating in classes
- Program planning and leadership skills
- Emergency First Aid

##### Period of Employment

- Year-round

##### Wage

- \$20.93 - \$23.15 per hour

### DRAMA

#### Children or Youth Drama Instructor

##### Major Responsibilities

- Plan, organize and lead creative drama programs
- Ensure the necessary equipment and supplies are available and meet safety standards
- Complete and maintain applicable records and reports
- Maintain cleanliness and safety of facility

##### Qualifications

- Technical and practical training in acting, drama or music theatre
- Experience teaching children preferred
- Emergency First Aid

##### Period of Employment

- Year-round

##### Wage

- \$15.55 - \$17.74 per hour

## ARTS (CONTINUED)

### MUSIC

#### **Children or Adult Music Instructor**

**Children's Specialty Areas:** Piano, Guitar, Steel Pan

**Adult's Specialty Area:** Guitar

Please specify your area of interest on your application form and detail your skills and experience in any specialty.

#### **Major Responsibilities**

- Plan and implement creative instructional programs
- Ensure the necessary equipment and supplies are available and meet safety standards
- Submit biweekly attendance registration and program reports
- Ensure the necessary equipment and supplies are available
- Complete and maintain applicable records and reports
- Maintain cleanliness and safety of facility

#### **Qualifications**

- Technical and practical skills in relation to the planning and teaching of music classes
- Experience in teaching preferred
- Emergency First Aid

#### **Period of Employment**

- Year-round

#### **Wage**

- \$15.55 - \$17.74 per hour

### VISUAL ARTS

#### **Children or Youth or Adult Art Instructor**

**Children Specialty Areas:** Art, Clay, Fine Art, Cartooning, Drawing, Painting & Drawing, Sculpting, Sketching & Drawing

**Youth Specialty Areas:** Cartooning, Clay, Drawing & Painting, Knitting, Fine Art

**Adult Specialty Areas:** Clay Art, Basic Drawing, Botanical, Drawing & Painting, Folk Art, Knitting, Mosaic Art, Portrait Painting, Pottery/Hand Sculpting, Scrapbooking, Stained Glass, Stone Sculpture, Watercolour, Weaving and Woodcarving

Please specify your area of interest on your application form and detail your skills and experience in any specialty.

#### **Major Responsibilities**

- Plan, organize and implement creative instructional art, hobby or craft classes
- Submit biweekly attendance registration and program reports
- For children specialty areas, organize an Open House to display each child's progress
- Ensure the necessary equipment and supplies are available and meet safety standards
- Complete and maintain applicable records and reports
- Maintain cleanliness and safety of facility

#### **Qualifications**

- Technical or practical training in one of the following: drawing, painting, cartooning, graphics, animation, sculpture, cooking, crafts, puppetry, woodworking or model making
- Experience teaching preferred
- Emergency First Aid

#### **Period of Employment**

- Year-round

#### **Wage**

- \$16.88 - \$19.12 per hour

## COMMUNITY

### CHILDREN'S PROGRAMS

#### Children's Program Leader

##### Major Responsibilities

- To organize and lead a variety of activities for children that will enhance their social, creative and physical skills
- To be able to teach the children crafts, active games, quiet games, and some sport activities

##### Qualifications

- Minimum one year experience working with youth
- Divisional Training
- Emergency First Aid

##### Period of Employment

- Year-round

##### Wage

- \$9.50 per hour

### PRE-SCHOOL PROGRAMS

#### Pre-school Instructor

##### Major Responsibilities

- Deliver a wide variety of quality activities that meet the goals of the curriculum outlined in the pre-school manual
- Responsible for carrying out an active and varied program which encourages children to develop creative, physical and social skills

##### Qualifications

- Minimum one year previous experience in teaching pre-school, day care and/or nursery school programs
- Emergency First Aid

##### Period of Employment

- Year-round

##### Wage

- \$15.55 - \$17.74 per hour

### YOUTH PROGRAMS

#### Youth Drop-In Leader

##### Major Responsibilities

- Plan, organize and lead a youth recreation program
- Assist in opening, setting up and closing facility
- Ensure that supplies are available and meet safety standards
- Assist in the publicity and promotion of the program
- Assist in the evaluation of programs and make recommendations
- Assist in administering membership cards to all participants and maintaining accurate records
- Assist in completing and maintaining applicable records and reports

##### Qualifications

- Experience with youth programs
- Divisional training

##### Period of Employment

- Year-round

##### Wage

- \$9.50 - \$9.92 per hour

## FACILITY SUPPORT

### Hall Convenor

#### Major Responsibilities

- Provide customer service to all permit groups utilizing facility - be visible and accessible at all times
- Supervise facility
- Check the validity and accuracy of permits
- Constantly watch and correct problems with infractions, regulations and any acts of rowdiness and/or vandalism
- Ensure the facility is suitably ready for the purpose by checking HVAC, lighting, emergency exits, fire protection systems, washrooms and bar areas
- Work closely with the police and city security staff to maintain safe environment for the patrons and ensure compliance with City policies

#### Qualifications

- Excellent interpersonal skills
- Minimum of 19 years of age
- Current Standard First Aid/CPR Certificate
- Aware of L.L.B.O. regulations and City policies
- Smart Serve (S.I.P. Trained)
- Varied hours of work/primarily late nights and weekends

#### Period of Employment

- Year-round

#### Wage

- \$9.70 - \$11.21 per hour

### Rink Maintenance

#### Major Responsibilities

- Maintain dressing rooms in clean condition, sweep and clean between games
- Maintain cleanliness of washrooms, lobby and spectator area
- Clean players bench area between games
- Open and close arena gates during operation of zamboni
- Other duties as assigned

#### Qualifications

- Divisional training
- Willing to work evenings & weekends

#### Period of Employment

- Year-round

#### Wage

- \$9.50 per hour

### Facility Attendant

#### Major Responsibilities

- Responsible for all public funds entrusted to his/her care
- Complete and maintain all reports as they apply during his/her shift
- Request supplies and equipment necessary to carry out the operation of the facility
- Supervise all recreation programmes within the facility and ensure their safe operation
- Assign duties for maintenance and assist when necessary
- Inspect facility inside and out
- Supervise staff depending on program needs

#### Qualifications

- Must be at least 19 years of age
- Current Standard First Aid/CPR Certificate
- Smart Serve (S.I.P. Trained)
- Varied hours of work

#### Period of Employment

- Year-round

#### Wage

- \$10.67 - \$12.88 per hour

## FITNESS & WELLNESS

### **Pilates/Yoga Instructor**

#### **Major Responsibilities**

- Plan, organize and instruct safe and enjoyable classes
- Promote a healthy, active lifestyle
- Good interpersonal skills

#### **Qualifications**

- Provide proof of appropriate pilates/yoga training by a recognized agency
- Current Standard First Aid/CPR Certificate

#### **Period of Employment**

- Year-round

#### **Wage**

- \$15.55 - \$17.74 per hour

### **Tai Chi Instructor**

#### **Major Responsibilities**

- Plan, organize and instruct safe and enjoyable classes
- Promote a healthy, active lifestyle
- Good interpersonal skills

#### **Qualifications**

- Provide proof of appropriate Tai Chi training by a recognized agency
- Current Standard First Aid/CPR Certificate

#### **Period of Employment**

- Year-round

#### **Wage**

- \$12.70 - \$14.97 per hour

### **Aqua Fitness Instructor**

#### **Major Responsibilities**

- Plan, organize and instruct safe and enjoyable aqua fitness classes
- Promote a healthy, active lifestyle
- Good interpersonal skills

#### **Qualifications**

- Aqua Fitness Certificate from a recognized agency
- Current Standard First Aid/CPR Certificate

#### **Period of Employment**

- Year-round

#### **Wage**

- \$12.70 - \$14.97 per hour

### **Fitness Instructor**

#### **Major Responsibilities**

- Plan, organize and instruct safe and enjoyable fitness classes
- Promote a healthy, active lifestyle
- Good interpersonal skills

#### **Qualifications**

- Fitness certificate from a recognized agency
- Current Standard First Aid/CPR Certificate

#### **Period of Employment**

- Year-round

#### **Wage**

- \$12.70 - \$14.97 per hour

### **Fitness Centre Instructor – Health Club**

#### **Major Responsibilities**

- Report to and assist fitness centre co-ordinator in general operation of programs
- Sell memberships; administer registration sales and renewals
- Conduct Fitness assessments and design programs
- Maintain functionality of equipment and furnishings
- Good interpersonal skills
- Administrative and other duties as assigned

#### **Qualifications**

- College or University diploma in recreation related studies or equivalent experience
- P.L.F.C. or C.F.C. or willing to obtain
- Computer experience
- Experience in fitness centre, fitness classes and/or aquatics an asset
- Current Standard First Aid/CPR Certificate

#### **Period of Employment**

- Year-round

#### **Wage**

- \$12.70 - \$14.97 per hour

## LEADERSHIP

### **Teen Leadership Co-ordinator**

(for youths 11 to 17 years of age)

#### **Major Responsibilities**

- Active part in the initial designing, planning and organizing of youth recreational leadership programs
- Responsible for carrying out an active program which encourages youth to develop lifestyle and leadership skills
- Plan and carry out special event program activities
- Responsible for opening, setting up and closing the facility
- Responsible for ordering the necessary supplies when required
- Assist in promoting and advertising Leadership programs
- Complete necessary paperwork

#### **Qualifications**

- Minimum three years teaching related youth programs
- Strong leadership and organization skills
- Current Standard First Aid/CPR Certificate
- Toronto Parks and Recreation Leadership course 1, 2 and 3 an asset
- Friendly, courteous and co-operative manner when relating to staff, participants, parents and the general public

#### **Period of Employment**

- Year-round

#### **Wage**

- \$9.70 - \$11.21 per hour

## MARCH BREAK

### **March Break Leaders**

#### **Major Responsibilities**

- Assist in the planning and carrying out an active and varied program which encourages children to develop active, physical and social lifestyle skills
- Assist in opening, setting up and closing of camp each day
- Willing to work up to 40 hours per week

#### **Qualifications**

- Minimum one year experience in teaching children in a recreational setting

#### **Period of Employment**

- March Break

#### **Wage**

- \$9.50 - \$9.92 per hour

## OLDER ADULTS

### Older Adult Fitness Instructor

#### Major Responsibilities

- Plan, organize and instruct safe and enjoyable fitness classes
- Promote a healthy, active lifestyle

#### Qualifications

- Fitness certificate from a recognized agency
- Current Standard First Aid/CPR Certificate
- City of Toronto Older Adult Workshop an asset
- Good interpersonal skills

#### Period of Employment

- Year-round

#### Wage

- \$12.70 - \$14.97 per hour

### Older Adult Bridge Instructor

#### Major Responsibilities

- Plan, organize and instruct enjoyable Bridge classes

#### Qualifications

- A.C.B.L. Accreditation
- City of Toronto Older Adult Workshop an asset
- Good interpersonal skills

#### Period of Employment

- Year-round

#### Wage

- \$16.88 - \$19.12 per hour

### Older Adult Dance Instructor

(Ballroom, Clogging, Country Line, Traditional Line, and Sequence Dance)

#### Major Responsibilities

- Plan, organize and instruct enjoyable classes

#### Qualifications

- City of Toronto Older Adult Workshop an asset
- Familiar with social dance trends
- Good interpersonal skills

#### Period of Employment

- Year-round

#### Wage

- \$20.93 - \$23.15 per hour

### Older Adult Tennis Instructor

#### Major Responsibilities

- Plan, organize and instruct enjoyable tennis classes

#### Qualifications

- Certified Instructors Course through the Ontario Tennis Association
- City of Toronto Older Adult Workshop an asset
- Good interpersonal skills

#### Period of Employment

- Year-round

#### Wage

- \$10.69 - \$12.88 per hour

### Older Adult Craft Instructor

**Older Adult specialty areas:** Painting, Quilting, Bunka, Art, Sketching, Decoupage & Drawing

**Please specify your area of interest on your application form and detail your skills and experience in any specialty.**

#### Major Responsibilities

- Instruct in a logical, step-by-step manner to the completion of a project or projects
- Submit biweekly attendance registration and program reports
- Train, supervise and evaluate any volunteer(s) assigned to assist in classes
- Ensure the necessary equipment and supplies are available and meet safety standards
- Complete and maintain applicable records and reports
- Maintain cleanliness and safety of facility

#### Qualifications

- Technical and practical skills in planning and teaching craft classes for children
- Grade 12 education
- Demonstrated ability in Specialty area (one year experience in teaching or leadership)
- Emergency First Aid
- Familiar with social dance trends

#### Period of Employment

- Year-round

#### Wage

- \$16.88 - \$19.12 per hour

## SKATING

**NOTE:**

All Staff that supervise leisure skate programs or supervise, instruct and referee hockey skills, shinny hockey and power skating activities will be required to wear CSA approved hockey helmets while on the ice.

For all instructional skating staff, it is strongly recommended that all staff wear CSA approved hockey helmets while on the ice.

### Hockey Instructor

#### Major Responsibilities

- Instruct children and/or adults in the basic fundamentals involved with the game of hockey (skating, shooting, stick-handling)
- Ensure safety of skaters at all times
- Complete necessary paperwork

#### Qualifications

- Experience working with children
- Strong technical background in hockey
- Excellent organizational, leadership and interpersonal skills
- Current emergency First Aid Certificate

#### Period of Employment

- Year-round

#### Wage

- \$9.70 - 11.21 per hour

### Learn To Skate Instructor

#### Major Responsibilities

- Instruct children and adults in basic skating fundamentals
- Complete and maintain applicable records and reports
- Responsible for the evaluation of participants and completion of a final progress report

#### Qualifications

- Experience working with children
- Strong technical background in figure skating or hockey
- Excellent organizational, leadership and interpersonal skills
- Current Emergency First Aid Certificate

#### Period of Employment

- Year-round

#### Wage

- \$9.70 - \$11.21 per hour

### Rink Cruiser

#### Major Responsibilities

- Ensure safety on and off ice
- Assist the arena operator in clearing the ice of skaters for rink resurfacing

#### Qualifications

- Current Emergency First Aid/CPR Certificate
- Good skating ability
- Strong interpersonal and problem-solving skills

#### Period of Employment

- Year-round

#### Wage

- \$9.50 per hour

## SPORTS

### **Tennis Instructor**

#### **Major Responsibilities**

- Plan and instruct recreational tennis lessons

#### **Qualifications**

- Certified Instructors Course through the Ontario Tennis Association
- Good interpersonal skills

#### **Period of Employment**

- Year-round

#### **Wage**

- \$10.67 - \$12.18 per hour

### **Gymnastics Instructor (for 6–13 Year Olds)**

#### **Major Responsibilities**

- Plan, implement and conduct gymnastics classes
- Assist in assembling and disassembling equipment and circuits
- Assist with Special Event days and Open House for all programs
- Pre-test and test class participants
- Attend Gymnastic Coaching Clinic offered by Department

#### **Qualifications**

- At least 2 years recreational, high school or gymnastics club background
- Current Emergency First Aid/CPR Certificate
- Preference will be given to those who have the Toronto Parks and Recreation, East District Gymnastics Leader in Training certificate or NCCP Gymnastics Coaching Level 1 Certification

#### **Period of Employment**

- Year-round

#### **Wage**

- \$9.50 - \$9.92 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

### **Other sports positions that may become available:**

- Basketball Instructor
- Martial Arts Instructor
- Skateboard Instructor
- Soccer Instructor
- Badminton Instructor
- Curling Instructor
- Table Tennis Instructor
- Adult/Youth Badminton & Volleyball Convenor
- Adult Co-ed Volleyball Referee