

NORTH YORK DISTRICT – PART-TIME RECREATION JOBS SUMMER

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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

- \$11.82 – \$13.30 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

- \$11.80 – \$13.30 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

- \$10.25 - \$11.10 per hour

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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

- \$16.66 - \$17.74 per hour- instructional centres
- \$16.25 - \$17.01 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

- \$13.30 - \$14.77 per hour

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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

- \$14.77 - \$16.25 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

- \$10.25 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

- \$10.25 - \$10.34 per hour

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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

- \$19.23 - \$21.45 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

- \$17.74 - \$20.70 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

- \$11.82 - \$14.77 per hour

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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

- \$18.86 - \$21.82 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

- \$14.06 - \$17.01 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

- \$16.25 - \$18.50 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

- \$11.82 - \$13.30 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

- \$11.82 - \$13.30 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

- \$10.25 - \$10.34 per hour

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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

- \$14.80 - \$16.25 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

- \$10.25 - \$11.10 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

- \$11.09 - \$13.30 per hour

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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

- \$10.25 - \$10.34 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

- \$10.25 - \$11.10 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

- \$13.30 - \$16.25 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

- \$11.82 - \$14.77 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

- \$14.77 - \$17.74 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

- \$11.82 - \$14.77 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

- \$11.82 – \$14.77 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

- \$10.25 - \$11.10 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

- \$14.77 - \$1774 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

- \$11.82 - \$14.77 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

- \$11.82 - \$14.77 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

- \$14.06 - \$17.74 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

- \$11.82 - \$14.77 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

- \$11.82 - \$14.77 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

- \$11.82 - \$18.50 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

- \$10.25 - \$11.10 per hour

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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

- \$14.77 - \$19.23 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

- \$14.80 - \$16.25 per hour

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

- \$10.25 - \$11.10 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

- \$14.80 - \$16.25 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

- \$10.25 - \$11.10 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

- \$14.77 - \$19.23 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

- \$11.82 - \$14.77 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

- \$10.25 - \$11.82 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

- \$14.77 - \$19.23 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

- \$10.34 - \$13.30 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

- \$10.25 - \$11.10 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

- \$14.77 - \$19.23 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

- \$10.34 - \$14.77 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

- \$10.25 - \$11.82 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 is preferred (dance, drama, arts and crafts, music, gymnastics, nature etc.)
- Current Standard First Aid

Period of Employment

- July - August

Wage

- \$17.74 - \$25.12 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

- \$11.82- \$18.50 per hour

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

- \$11.10 - \$12.56 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

- \$10.34- \$11.82 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

- \$11.10 - \$12.56 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

- \$11.10 - \$12.56 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

- \$10.25 - \$11.10 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

- \$13.30 - \$14.77 per hour

Training Assistant

Major Responsibilities

- Deliver training sessions in Child Abuse, Workplace Safety, WHMIS and Workplace Harassment
- Assist in planning, co-coordinating 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

- \$14.77 - \$17.74 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

- \$16.25 - \$22.19 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 – i.e.: OFC, Can-Fit-Pro, ACE)
- CPR Certificate
- Experience teaching a variety of fitness classes
- Emergency First Aid

Period of Employment

- Year-round

Wage

- \$24.41 - \$28.08 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 – i.e.: 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

- \$24.41 - \$28.08 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

- \$24.41 - \$28.08 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

- \$24.41 - \$28.08 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

- \$11.09 - \$13.30 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

- \$16.25 - \$18.50 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

- \$16.25 – \$19.23 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 – i.e.: 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

- \$24.41 - \$28.08 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 – i.e.: 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

- \$24.41 - \$28.08 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

- \$11.10 - \$13.30 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

- \$22.19 - \$28.08 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

- \$22.19 - \$28.08 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

- \$24.41 - \$28.08 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

- \$11.10 - \$13.30 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

- \$20.53 per hour