

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

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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 participant in a mainstream recreation program incorporating all principles of camp/program operations – e.g. special activities, major/minor events, field trips
- Respond to needs of participants and adapt program when required
- Act as a liaison to inquiries from parents, staff and participants, while maintaining contact with supervisory staff
- Respond to medical emergencies involving participants and staff
- Travel to various locations may be required

Qualifications

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

Period of Employment

- October - April

Wage

- \$11.63 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 of participants and adapt program when required
- Act as a liaison to inquiries from parents, staff and participants, while maintaining contact with supervisory staff
- Respond to medical emergencies involving participants and staff

Qualifications

- Minimum one year experience in recreation camp/program setting
- Attending college/university preferred
- Experience working with individuals with special needs
- Current Emergency First Aid/CPR

Period of Employment

- October - April

Wage

- \$11.63 per hour

AQUATICS

Instructor/Lifeguard

Major Responsibilities

- Teach and deliver all instructional curriculum following the Learn to Swim and Lifesaving Program Guidelines
- Complete and maintain applicable records and reports.
- Prepare and deliver lesson plan material
- Must attend all District and Regional Training
- Responsible for the evaluation of participants and completion of both a mid –term and final report card
- Responsible for the preparation and clean up of facility
- Enforce safety rules according to the City of Toronto’s Policies and Procedures

Qualifications

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

Period of Employment

- June - September

Wage

- \$11.39 - \$13.63 per hour

Lifeguard

Major Responsibilities

- Responsible for the safety and supervision of participants in permit and recreational settings
- Complete and maintain applicable records and reports
- Must attend all District and Regional Training
- Responsible for the preparation and clean up of facility
- Posses the ability to work effectively in a team environment
- Enforce safety rules according to the City of Toronto’s Policies and Procedures

Qualifications

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

Period of Employment

- June - September

Wage

- \$11.39 - \$12.95 per hour

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 the preparation and clean up of facility
- Enforce safety rules according to the City of Toronto’s Policies and Procedures

Qualifications

- 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

Period of Employment

- June - September

Wage

- \$10.25 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

- \$21.73 - \$24.02 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

- \$16.14 - \$18.40 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

- \$16.14 - \$18.40 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

- \$17.52 - \$19.83 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

- \$10.25 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

- \$16.14 - \$18.40 per hour

YOUTH PROGRAMS

Youth Drop-In Co-ordinator

Major Responsibilities

- Plan, organize, administer and lead a youth recreation program
- Plan and implement special events
- Open, set up and close the facility
- Ensure the necessary equipment and supplies are available and meet safety standards
- Assist in the publicity and promotion of the programs
- Assist in the evaluation of programs and make recommendations
- Responsible for administering membership cards to all participants; keeping accurate records of participants names, addresses and telephone numbers
- Maintain weekly program attendance reports

Qualifications

- Experience with youth programs
- Current Standard First Aid/CPR Certificate
- Divisional Training

Period of Employment

- Year-round

Wage

- \$10.25 - \$11.63 per hour

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

- \$10.25 - \$10.28 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

- \$10.25 - \$11.63 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

- \$10.25 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

- \$11.08 - \$13.37 per hour

FITNESS & WELLNESS

Pilates/Yoga/Nia 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/Nia training by a recognized agency
- Current Standard First Aid/CPR Certificate

Period of Employment

- Year-round

Wage

- \$16.14 - \$18.40 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

- \$13.17 - \$15.52 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

- \$13.17 - \$15.52 per hour

Fitness/Zumba Instructor

Major Responsibilities

- Plan, organize and instruct safe and enjoyable fitness/Zumba 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

- \$13.17 - \$15.52 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

- \$13.17 - \$15.52 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

- \$10.25 - \$11.63 per hour

MARCH BREAK

March Break Leader

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

- \$10.25 - \$10.28 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
- Good interpersonal skills

Period of Employment

- Year-round

Wage

- \$13.17 - \$15.52 per hour

Older Adult Bridge Instructor

Major Responsibilities

- Plan, organize and instruct enjoyable Bridge classes

Qualifications

- A.C.B.L. Accreditation
- Good interpersonal skills

Period of Employment

- Year-round

Wage

- \$17.52 - \$19.83 per hour

Older Adult Dance Instructor

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

Major Responsibilities

- Plan, organize and instruct enjoyable classes

Qualifications

- Familiar with social dance trends
- Good interpersonal skills

Period of Employment

- Year-round

Wage

- \$21.73 - \$24.02 per hour

Older Adult Tennis Instructor

Major Responsibilities

- Plan, organize and instruct enjoyable tennis classes

Qualifications

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

Period of Employment

- Year-round

Wage

- \$11.08 - \$13.37 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

- \$17.52 - \$19.83 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

- Current Emergency First Aid/CPR Certificate
- Strong organizational, leadership and interpersonal skills
- Strong technical background in hockey
- Instructional experience in a recognized skating program an asset.

Period of Employment

- Year-round

Wage

- \$10.25 - \$11.63 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
- Strong leadership skills
- Current Emergency First Aid Certificate

Period of Employment

- Year-round

Wage

- \$10.25 - \$11.63 per hour

Ice Supervisor

Major Responsibilities

- Plan, administer and supervise skating programs
- Recognize potential accident causes and watch out for and eliminate them.
- Report without delay any accidents, defects in the ice, boards and gates, to the Manager on duty
- Ensure that program location, equipment and supplies meet health and safety standards
- Assist the arena operator in clearing the ice of skaters for rink resurfacing
- Attend mandatory Divisional training sessions

Qualifications

- Current Standard First Aid/CPR Certificate
- Good skating ability
- Strong interpersonal and problem solving skills
- Varied work hours

Period of Employment

- Year-round

Wage

- \$10.25 – \$10.28 per hour

Rink Guards

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

- \$10.25 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

- \$11.08 - \$13.37 per hour

Gymnastics Instructor (for 1–18 Year Olds)

Major Responsibilities

- Plan, implement and conduct gymnastics classes
- Teach gymnastics skills on the uneven bars, balance beam, vault and/or floor
- 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

- \$10.25 - \$10.28 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

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