

Toronto and East York District Part-time Recreation Jobs Summer

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AQUATICS

Outdoor Pool Manager/Head Instructor

Major Responsibilities

- Responsible for the entire operation of an outdoor pool facility
- Open, close and maintain pool and facility
- Supervise, train, schedule and evaluate all staff
- Co-ordinate programs and special events
- Respond to public inquiries
- Complete all related administrative duties
- Participate in mandatory training

Qualifications

- Current (NLS) National Lifeguard Service award
- Current Toronto/Lifesaving Society Instructor award and/or equivalent
- Current Standard First Aid and CPR-C award
- Preference given to candidates who possess advanced leadership certifications (AST, Bronze Cross Examiners, Advanced Instructors, AMT, NLS Instructors, First Aid and CPR Instructor)
- Candidates must have a thorough knowledge of the public health regulations governing Class A pools
- Demonstrated pool management skills, strong leadership, organizational, interpersonal and public relation skills

Period of Employment

- June to September
- Days, evenings, weekend and shift work hours required

Wage

- \$15.41 – \$17.88 per hour

Head Guard

Major Responsibilities

- Responsible to maintain pool and facility cleanliness, complete opening and closing procedures
- Assist the Manager with: supervision of staff, training, lifeguard rotations, filtration and chemistry, co-ordination of special events
- Perform major responsibilities as a Lifeguard
- Participate in mandatory training

Qualifications

- Current (NLS) National Lifeguard Service award
- Current Toronto/Lifesaving Society Instructor award and/or equivalent
- Current Standard First Aid and CPR-C award
- An understanding of pool operation and maintenance
- Strong leadership and public relations skills

Period of Employment

- June to September
- Days, evenings, weekend and shift work hours required

Wage

- \$14.96

Instructor/Lifeguard

Major Responsibilities

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

Qualifications

- Current Toronto/Lifesaving Society Instructor award and/or equivalent
- Current (NLS) National Lifeguard Service or current Bronze Cross award
- Current Standard First Aid and CPR-C award

Period of Employment

- June to September
- Days, evenings, weekend and shift work hours required

Wage

- \$13.84 – 14.93 per hour

Lifeguard

Major Responsibilities

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

Qualifications

- Current (NSL) National Lifeguard Service award
- Current Standard First Aid and CPR-C award

Period of Employment

- June to September
- Days, evenings, weekend and shift work hours required

Wage

- \$13.84 per hour

Please Note:

We encourage all candidates applying for aquatic positions, indicated above, to hold both instructing and lifeguarding awards.

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AQUATICS (CONT'D)

Wading Pool Attendant

Major Responsibilities

- Supervise, swimming programs relating in a Lifeguarding capacity for wading pools
- Perform daily, safety inspection of on-site equipment
- Enforce safety rules
- Provide rescue response
- Participate in mandatory training
- Promote activities on site and in community

Qualifications

- LSS Wading Pool Attendant certifications training and/or Bronze Cross (or current NLS preferred)
- Ability to work with children
- Good interpersonal skills
- Current Standard First Aid
- Current CPR(C)

Period of Employment

- June - September
- Days, evenings, weekends and shift work

Wage

- \$10.25 per hour

Aquafitness Instructor

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

- Speedo Aquafit or CALA Certification
- First Aid & CPR (C)

Period of Employment

- Year-Round

Wage

- \$21.88 per hour

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CAMPS

Camp Co-ordinator

General Day Camp, Preschool Camp & Specialty Camp Co-ordinators

Major Responsibilities

- Direct the development, planning, organization and implementation of the camp program
- Provide leadership and guidance to staff
- Supervise of on site staff
- Complete related administrative tasks

Qualifications

- Knowledge, experience and background of camp program i.e. crafts, sports, games special events and specific related skills if applying for a specialty camp
- Ability to design, organize and implement a comprehensive program
- Good leadership skills
- Good communication, promotion and public relations skills
- Ability to supervise others effectively
- Emergency First Aid & CPR(C)
- Wading Pool Attendant Certificate considered an asset

Period of Employment

- Mid-May – end of August

Wage

- \$13.74– \$16.74 per hour

Counsellor

Major Responsibilities

- Assist with the development, planning and organization of the camp program
- Implement daily program schedule
- Supervise activities for children/youth

Qualifications

- Related camp or recreation experience
- Good program skills in crafts, sports and games
- Ability to implement programs of good quality
- Able to work co-operatively with other staff
- Experience working with children
- Good leadership skills
- Emergency First Aid & CPR(C)
- Wading Pool Attendant Certificate considered an asset

Period of Employment

- End of June – end of August

Wage

- \$10.69 – \$12.53 per hour

SPECIALTY CAMPS

Specialty Camp Counsellor/Instructor

(South District operates specialty camps in the various Sports such as: gymnastics, baseball, basketball, soccer, ball hockey and various Arts such as : dance, drama, visual arts)

Major Responsibilities

- Assist with the development, planning and organization of the camp program
- Implement daily program schedule
- Supervise activities for children/youth

Qualifications

- Experience teaching children in specialty areas such as baseball, basketball, gymnastics, dance, etc.
- NCCP Level 1 preferred
- Emergency First Aid & CPR(C)
- Related camp or recreation experience

Period of Employment

- End of June – end of August

Wage

- \$10.69 – \$12.53 per hour

Preschool Camp Counsellor

Major Responsibilities

- Supervise activities for a group of pre-school age campers
- Assist with the development, planning and organization of the camp program
- Provide a safe, stimulating, fun pre-school camp environment
- Implement daily program schedule

Qualifications

- Related camp or recreation experience
- Related field of studies – E.C.E. preferred
- Knowledge of crafts, music and games for children up to 5 years of age
- Emergency First Aid & CPR(C)
- Wading Pool Attendant Certificate considered an asset

Period of Employment

- End of June – end of August

Wage

- \$10.69 – \$12.53 per hour

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CAMPS (CONT'D)

INCLUSION & SUPPORT

Special Needs Co-ordinator

Major Responsibilities

- Co-ordinate and implement programs and activities for children and youth with special needs/disabilities between the ages of 6 and 24
- Supervise and evaluate Integration support staff
- Complete related administrative duties
- Plan and conduct training on disability and/or inclusion and support

Qualifications

- Knowledge of recreational programs for children and youth with special needs/disabilities
- An understanding of community-based, specialized and integrated/inclusive programs
- Excellent supervisory, administrative, and leadership skills
- Flexibility to work some evening hours
- Good communication and public relations skills
- Must have Standard First Aid and CPR C Certificate
- Knowledge and understanding of individuals living with varying special needs

Period of Employment

- Mid-May to end of August, 40 hrs/wk

Wage

- \$16.74 per hour

Integration Support Staff

Major Responsibilities

- Implement programs and activities for children with special needs/disabilities between the ages of 6 and 12
- Work with other community centre staff
- Attend training courses
- Assist participants with personal hygiene
- Provide sessional evaluations as instructed by the Special Needs Co-ordinator

Qualifications

- Knowledge of recreational programs for children with special needs
- Good communication and public relation skills
- Standard First Aid and CPR C Certificate
- Ability to assist with the integration/inclusion of a child with special needs
- Ability to work one-on-one with children with special needs
- Ability to work independently as well as in groups

Period of Employment

- End of June-August, 35-40 hrs/wk (9 week contract)

Wage

- \$12.53 per hour

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FACILITY SUPPORT

Pool/Building Attendant

Major Responsibilities

- Maintains a clean and safe environment in an outdoor pool facility
- Under direction of the Pool Manager, maintains the filter system and the water chemical balance
- Supervises locker, shower and lobby areas
- Records attendance

Qualifications

- Emergency First Aid
- Knowledge of pool operation
- Strong public relations skills
- Preference given to candidates with Lifeguard qualifications

Period of Employment

- From June to Labour Day – 30 – 40 hrs/wk
- Provisions can be made for a reduced number of hrs/wk throughout June
- Shift work, including evenings and weekends

Wage

- \$ 10.25 – \$11.96 per hour

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Boathouse Co-ordinator

Major Responsibilities

- responsible for the total operation of the boathouse rental facility on Centre Island
- reports directly to the Toronto Island Recreation Coordinator
- supervise, schedule, train, and evaluate staff
- maintain inventory of boats and equipment
- perform cash handling/balancing and related administrative duties
- ensure that service is friendly and informed
- responsible for ensuring and promoting safe boating procedures
- ability to work within a designated budget

Qualifications

- Excellent communication, promotion and public relation skills
- Demonstrated leadership, supervisory, administrative and organisational skills
- Excellent decision making and problem solving skills
- Demonstrated experience in cash handling/balancing/budgeting
- Knowledge of retail sales operations and customer service
- Pleasure Craft Operator and Toronto Port Authority Harbour Licence
- Current Standard First Aid and CPR "C"
- Current NLS

Period of Employment

- mid May to September
- up to 40 hours per week
- weekends and evenings required

Wage

- \$17.88 per hour

Boathouse In-Charge Staff

Major Responsibilities

- Open, close and maintain the boat rental facility on the Toronto Islands
- Provide friendly, informed service to customers
- Perform cash handling/balancing and related administrative duties
- Assist customers in selecting appropriate boats and equipment
- Inform boat renters about safety equipment, policies and procedures to follow
- Patrol waterway to ensure safe boating practices are being followed
- Responsible for the prevention of emergencies and the safety of the patrons using the facility

Qualifications

- Pleasure Craft Operator Certificate and Toronto Port Authority Harbour Licence.

Boathouse In-Charge Staff (continued)

Qualifications

- Current Standard First Aid and CPR "C"
- Current NLS
- Strong decision making and problem-solving skills
- Ability to supervise on-site staff in absence of Coordinator
- Ability to communicate in other languages is considered an asset
- Strong communication and public relations skills
- Ability to think and perform quickly in emergency situations
- Previous cash handling/balancing experience is considered an asset

Period of Employment

- May-September, up to 40 hrs/wk

Wage

- \$14.96 per hour

Boat House Attendant

Major Responsibilities

- Provide friendly, informed service to customers
- Perform cash handling/balancing and related administrative duties
- Assist customers in selecting appropriate boats and equipment
- Inform boat renters about safety equipment, policies and procedures to follow
- Patrol waterway to ensure safe boating practices are being followed
- Responsible for the prevention of emergencies and the safety of the patrons using the facility

Qualifications

- Pleasure Craft Operator Certificate and Toronto Port Authority Harbour Licence.
- Current Standard First Aid and CPR "C"
- Current NLS
- Strong decision making and problem-solving skills
- Ability to supervise on-site staff in absence of Coordinator
- Ability to communicate in other languages is considered an asset
- Strong communication and public relations skills
- Ability to think and perform quickly in emergency situations
- Previous cash handling/balancing experience is considered an asset

Period of Employment

- May-September, up to 40 hrs/wk

Wage

- \$13.84 per hour

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TORONTO ISLAND (CONT'D)

Toronto Island First Aid Station & Wading Pool/Splash Pad Attendants

Major Responsibilities

- supervise and maintain the wading pool according to health and safety recommendations
- perform daily safety inspections
- maintain a safe work site
- keep daily logs and other related administrative duties
- promote activities on the island
- attend training courses
- positive, professional public relations

Qualifications

- Current Standard First Aid and CPR:C"
- Ability to work with all ages
- Good interpersonal skills
- LSS wading pool training
- Bronze Cross/NLS preferred

Period of Employment

- June to September
- Up to 40 hours per week
- Days, evenings, weekends

Wage

- \$10.69 per hour

Information Booth Attendant

Major Responsibilities

- Provide current information on all City of Toronto Parks and Recreation services on the island, as well as other related services
- Provide direction and maps to sites on the island
- Provide friendly and courteous commentary
- Complete related administrative duties
- Ability to direct people to picnic sites

Qualifications

- Knowledge of Toronto Island and all of the services available to the public
- Demonstrated public relations skills
- Experience working with public
- Strong communication and customer service skills
- Ability to work co-operatively with other staff
- Current Standard First Aid and CPR"C"
- Ability to communicate in a variety of languages an asset

Period of Employment

- May to September
- Up to 40 hours per week
- Evenings and weekends required

Wage

- \$10.25 per hour

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TORONTO ISLAND (CONT'D)

Island Tram Driver/Operator

Major Responsibilities

- Drive the Island Tram along the designated tour route on the Toronto Islands
- Carry out daily maintenance of Island Tram
- Complete related administrative tasks
- Adhere to safe operating policies and procedures of the Island Tram and strive to ensure passenger safety

Qualifications

- Must have a Class G driver's license with a clean driving record, and either possess or be willing to acquire Z (air brake) endorsement
- Previous experience working with the public
- Strong communication and customer service skills
- Ability to work co-operatively with other staff
- Strong decision making and problem-solving skills
- Standard First Aid and CPR (C)

Period of Employment

- May-September, up to 40 hrs/wk

Wage

- \$12.53 per hour

Island Tour Commentator/Guide

Major Responsibilities

- Narrate the Island Tram tour on the Toronto Islands, lead designated walking tours
- Provide friendly and informed commentary
- Complete related administrative tasks
- Adhere to safe operating policies and procedures of the Island Tram and strive to ensure passenger safety

Qualifications

- Demonstrated public speaking experience
- Experience working with the public
- Strong communication and customer service skills
- Ability to communicate in a variety of languages is considered an asset
- Ability to work co-operatively with other staff
- Strong decision making and problem-solving skills
- Standard First Aid and CPR "C"

Period of Employment

- May-September up to 40 hrs/week

Wage

- \$11.57 per hour

Tram, Information and Tour Co-ordinator

Major Responsibilities

- responsible for the total operation of the island tram, information booth's and recreational tours on the island
- supervise, schedule, train and evaluate all staff
- perform cash handling/balancing and related administrative duties
- ensure that friendly and informed service is provided to the public
- ensure that safe operating procedures are consistently followed
- ability to work within a designated budget

Qualifications

- excellent communication, promotion and public relation skills
- demonstrated leadership, supervisory, administrative and organisational skills
- excellent decision making and problem solving skills
- demonstrated experience in cash handling/balancing
- knowledge of retail sales operations and customer service
- current Standard First Aid and CPR "C"
- Class G Drivers Licence and Z Air brake training(or willing to get trained)

Period of Employment

- May to September
- Up to 40 hours per week
- Weekends and evenings required

Wage

- 17.88 per hour

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TORONTO ISLAND (CONT'D)

The Franklin Children's Garden

Attendant

Major Responsibilities

- provide friendly welcome to garden visitors
- maintain a tally of adults and children entering the garden daily
- provide current information on all garden programs and special events
- promote visiting storytellers and artists to those in and around the garden
- assist with Recreational programs when necessary
- complete related administrative duties

Qualifications

- strong public relation and communication skills
- experience working independently and as part of a team
- Standard First Aid and CPR (Level C)
- ability to communicate in a variety of languages considered an asset

Period of Employment

- June – end of September, up to 40hrs a week

Rate of Pay

- \$11.57 per hour

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FITNESS & WELLNESS

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)
- Current Standard First Aid Certificate/CPR Certificate
- Experience teaching a variety of fitness classes
- Degree or diploma in related field is preferred

Period of Employment

- Year-round

Wage

- \$21.88 per hour

Pilates/Yoga Instructor

Major Responsibilities

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

Qualifications

- Experience teaching pilates/yoga classes
- Certification in pilates/yoga
- Current Standard First Aid/CPR Certificate

Period of Employment

- September - June

Wage

- \$20.53– \$27.84 per hour

Tai Chi Instructor

Major Responsibilities

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

Qualifications

- Experience teaching classes
- Certification in tai chi
- Current Standard First Aid/CPR Certificate

Period of Employment

- Year-round

Wage

- \$20.53– \$27.84 per hour

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SPORTS

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 – \$22.64 per hour

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