

EXTERNAL JOB OPPORTUNITY

POSITION:	RECREATION PROGRAM INSTRUCTORS (INCLUDES SUMMER DAY CAMP)	JOB POSTING #:	2018-0372
POSTING PERIOD:	Tuesday, November 6, 2018 at 8:30 a.m. to Monday, November 4, 2019 at 4:30 p.m.		
DEPARTMENT:	Recreation & Culture	UNION:	C.U.P.E. Local 543
LOCATION:	Various	JOB CODE:	REC027
POSITION STATUS:	Temporary Part-Time Recreational	GRADE/CLASS:	002 – Salary Schedule – E1
# OF POSITIONS:	Various	RATE OF PAY:	\$16.57 to \$18.34 per hour (2018 Rate)
POSITION #:	Not Applicable.	SHIFT WORK REQ'D:	Yes
HOURS OF WORK:	Varied		

DUTIES:

Reporting to a Supervisor of Community Programming or the Assistant Manager WIATC/Adventure Bay and Recreation Business Development, where applicable, Recreation Program Instructors will teach and supervise programs while ensuring a safe, clean environment. Will provide program planning, program implementation and student evaluations. The incumbent will maintain excellent customer service and public relations at all times. The incumbent will maintain statistical data (i.e., class lists, attendance, etc.). Recreation Program Instructors may be rotated to various Recreation facilities to accommodate backup requirements. Will perform Occupational Health & Safety duties as outlined in the Corporation's Health and Safety Program. Will perform other related duties as required.

QUALIFICATIONS:

- Must be a minimum of 16 years of age at time of employment;
- Must have completed an Ontario Secondary School Grade 10 education or Ontario Ministry of Education equivalency;
- Must have over three (3) months experience working in the sports/recreation field;
- May require as a condition of employment a current Standard First Aid and CPR Basic Rescuer (Level C) certificate for the full term of employment;
- May require as a condition of employment, Play Leadership and Principles of Healthy Child Development training programs;
- **Experience in teaching Karate, Gymnastics, Dance (Tap, Ballet, Jazz), Fitness, Yoga, Zumba, Spin, Piano and Guitar instruction considered a definite asset. Current and valid certifications may be required;**
- **Experience in a Day Camp environment considered a definite asset;**
- Bilingualism (French and English) considered an asset;
- Resumes must clearly outline qualifications as noted above. Resumes will be given further consideration based on meeting the criteria as identified in the qualifications section above.

Notes:

Resumes received on or before Thursday, February 28, 2019 will be considered in the first round of hiring for 2019 Summer Day Camp Programming. Resumes received after Thursday, February 28, 2019 will be considered for subsequent Summer Day Camp hiring's in addition to staffing required to execute the City of Windsor Activity Guide classes and programs.

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TTY: 1-800-855-0511
www.citywindsor.ca



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Financial assistance may be available for applicants needing support for the fees associated with the leadership certifications needed for this job posting. For further information please contact your local community centre Supervisor.

HOW TO APPLY:

- An online application is available and must be completed and submitted by no later than the posting period noted. Internet access is available at your local library branch.
- Applicants who do not have access to a computer must attend the City of Windsor's Human Resources Department, located at 400 City Hall Square East, 4th Floor, Suite 408, to complete a paper copy of the application.
- The City of Windsor strives to protect all personal information submitted via the internet in response to job postings. We will not ask you to provide your social insurance number or banking or other financial information. Sometimes things happen that are beyond our control. We cannot guarantee that data in our system is immune from unauthorized access. Please have this in mind when you decide to respond to job postings.
To apply for this position, click [APPLY NOW](#)

NOTE:

- **Only those applicants selected for an interview will be acknowledged.**
- We offer a smoke-free office environment.
- Personal information is collected under the authority of the Municipal Act, c. 25 as amended, and will be used to determine eligibility for employment.
- The Corporation of the City of Windsor is an Equal Opportunity Employer.

In accordance with the Accessibility for Ontarians Act, 2005 and the Ontario Human Rights Code, the City of Windsor will provide accommodations throughout the recruitment, selection and/or assessment process to applicants with disabilities. If selected to participate in the recruitment, selection and/or assessment process, please inform the City of Windsor Human Resources staff of the nature of any accommodation(s) that you may require in respect of any materials or processes used to ensure your equal participation.