



**THE CORPORATION OF THE TOWNSHIP OF KING
JOB DESCRIPTION**

JOB TITLE: Program Instructor	CLASSIFICATION: Part-Time, Seasonal
DEPARTMENT: Parks, Recreation & Culture	SALARY LEVEL: \$15.50 - \$18.00/hr
LOCATION: Various Facilities within the Township	

JOB PROFILE:

Function:

Under the direction of the Recreation Services Supervisor, the Program Instructor is responsible for the implementation of pre-school, children and adult recreational programs (general, sport and art-based programs) that are offered at the Township of King.

Due to the variety of programs, please indicate your specific area of expertise.

Reports to:

- Recreation Services Supervisor

Supervision Responsibilities:

- None.

Duties and Responsibilities:

- Plans, implements and facilitates recreation programs.
- Performs set-up and tear down of all program equipment and supplies.
- Distributes promotional materials, newsletters and program evaluations.
- Ensures health and safety/departmental policies and procedures are followed.
- Deals with incidents, problems and emergencies as outlined by departmental policies and procedures.
- Responds to inquiries from parents/guardians, participants, staff and the general public in a courteous and effective manner.
- Models HIGH FIVE® Principles at all times.

Education/Experience:

- Two-plus (2+) years of experience in recreational programs or camps.
- Valid Standard First Aid & CPR-C, WHMIS, AODA and HIGH FIVE 'Principles of

Healthy Child Development' Certification (must be willing to obtain upon employment).

- Early Childhood Education (ECE) Diploma would be an asset.
- Strong leadership skills.
- Excellent problem solving skills, with excellent decision making capabilities.
- Strong organizational skills with the ability to communicate with all levels of staff, stakeholders and the general public.
- A team player with excellent interpersonal skills and the ability to coordinate with other departmental staff.
- Ability to analyze problems, identify alternatives and make recommendations in order to implement procedures and policies.
- Ability to maintain strict confidentiality and unquestionable integrity.
- Required to submit a vulnerable sector screening.

Conditions of Employment:

- May be required to work outdoors.
- Required to work some evenings and weekends.
- Required to submit a vulnerable sector screening.
- Work involves mental and visual concentration with frequent interruptions.
- Light physical activity is involved with some programs.
- Must be able to meet set deadlines.

Application Process:

Qualified candidates are requested to forward their resume to:

Email: hr@king.ca

Mail: Human Resources 2075 King Rd. King City, ON L7B 1A1.

Please include the name of the position you are applying as well as your availability in your application (start/end date).

Posting closes when the position has been filled.

Department Head: _____

Date Approved: _____

Supervisor (if applicable): _____

Date Approved: _____

Incumbent: _____

Date Signed: _____