



**Coordinator – Child & Youth Track & Field**

<b>Union:</b>	<b>USW 1998</b>
The University of Toronto is strongly committed to diversity within its community. The University especially welcomes applications from visible minority group members, women, aboriginal persons, persons with disabilities, members of sexual minority groups, and others who may contribute to the further diversification of ideas.	
<b>Deadline:</b>	<b>December 6, 2024</b>
<b>Number of Positions:</b>	<b>1</b>
<b>Rate of Pay:</b>	<b>\$22.44/hour</b>
<b>Position Start Date:</b>	<b>January 10, 2025</b>
<b>Position End Date:</b>	<b>April 30, 2025</b>
<b>Number of Hours per week:</b>	<b>Variable, under 7 per week.</b>
<b>Classification:</b>	<b>USW Casual</b>
<b>Summary:</b>	<p>The successful candidate will work as part of the Children &amp; Youth co-curricular program team as well as with Athletic &amp; Varsity Centre facilities and main office staff members. The Coordinator – Child &amp; Youth Track &amp; Field is responsible for mentoring, training and supervising instructors in the Junior Blues track program as well as assisting with program promotion/marketing, the delivery of the curriculum and the general safety, security and enjoyment of track &amp; field for participants in the program. We are looking for an energetic, committed and responsible person who works well with children and is an effective team builder and communicator. Administrative duties will include assisting with hiring, maintaining class lists, coordinating equipment and establishing and maintaining positive contacts with parents/guardians. This position reports to the Assistant, Children &amp; Youth through to the Manager, Children &amp; Youth. Other duties include;</p> <ul style="list-style-type: none"> <li>▪ Mentoring and supervision of Track and Field – Child &amp; Youth Instructors including assistance with hiring, training development and delivery, coaching and feedback to strengthen the program and communicating with the athletic instructor/manager(s) as required.</li> <li>▪ Consistent application of all facility and program protocols including age guidelines, waitlists, prerequisites, facility access and security, etc. through communication with parents, participants and staff.</li> <li>▪ Customer Service and conflict resolution to participants and parents, including knowledge of programs, policies and options, empathetic, calm and a clear communicator,</li> <li>▪ Administrative tasks including reports and statistics, knowledge of regulations including FIPPA, WHMIS and Employment Standards Act. Preparation for report cards, certifications and inventory as needed. Assistance with payroll, tracking contracts and certifications.</li> </ul>

	<ul style="list-style-type: none"> <li>▪ Assisting with program design and delivery to adhere to curriculum standards, assisting with lesson plans/core plans for instructors and evaluation of skills. Working with instructors to ensure that teaching styles are effective for a variety of learners.</li> <li>▪ Responsible for building and maintaining positive group dynamics and ensuring that all children participate, learn and enjoy their time in the program</li> <li>▪ Ensure that all children are treated with fairness, respect and understanding,</li> <li>▪ Assist in facilitating the inclusion of children with disabilities into the program</li> <li>▪ Assistance with program promotion in the community</li> <li>▪ Responsible for building and maintaining positive group dynamics and ensuring that all children participate, learn and enjoy their time in the program</li> <li>▪ Ensure that all children are treated with fairness, respect and understanding,</li> <li>▪ Curriculum design and training of instructors in program delivery</li> <li>▪ Will be required to instruct in the program.</li> </ul>
<b>Minimum Qualifications:</b>	<p><b>Education:</b> Minimum of one year of post - secondary education completion is preferred. Preference is given to candidates in senior years, post graduate or with teaching or coaching certificates.</p> <p><b>Experience:</b> 1 – 2 years of work as a Junior Blues instructor/Camp U of T staff with a demonstrated knowledge of program and facility policies and procedures including emergency procedures. Leadership experience, consistent reliability and professionalism is required.</p> <p><b>Other:</b> <i>Preference given to current University of Toronto students.</i></p> <p><b>Candidate MUST be available Wednesday and Fridays from 4:30 p.m. to 6 p.m. and/or Saturdays from 9 a.m. to noon</b></p> <p><b>Certifications Required:</b></p> <ul style="list-style-type: none"> <li>▪ Standard First Aid certificate from Red Cross, Lifesaving Society or St. John’s Ambulance issued not more than 3 years prior to the end of the letter of offer. Proof of registration in a recertification may be requested.</li> <li>▪ Basic Rescuer/Level C CPR certificate issued not more than 1 year prior to the end of the letter of offer. Proof of registration in a recertification course may be requested.</li> </ul> <p><b>Skills</b></p> <ul style="list-style-type: none"> <li>▪ NCCP certification or completion of KPE first year practical courses considered an asset.</li> <li>▪ Demonstrated leadership and staff supervision experience</li> <li>▪ Demonstrated excellence in teaching and/or leadership</li> <li>▪ Knowledge of program and facility policies and protocols</li> <li>▪ Experience supervising peers and providing feedback is an asset</li> <li>▪ Excellent oral and written communication, team work and time management skills</li> </ul>

	<ul style="list-style-type: none"> <li>▪ Demonstrated professionalism and use of judgment in complex situations</li> <li>▪ Computer skills including Word, Excel and Class or similar database management are an asset.</li> <li>▪ Demonstrated skills at problem solving and ability to adapt in a busy, complex environment.</li> <li>▪ Organized and able to track multiple projects in a complex environment.</li> </ul> <p><b>Please include copies of all certifications with your application</b></p> <p><b>Name Based Criminal Records Check:</b> A name based criminal records check is required for all staff working in the Child &amp; Youth programs for the first time. Proof must be submitted <b>A WEEK BEFORE</b> your first shift.</p> <p><i>Please note, it may take up to 3 weeks to complete and obtain a <u>name based criminal records check</u>.</i></p> <p><b>Mandatory Training</b></p> <ul style="list-style-type: none"> <li>▪ Must show proof of having completed online Health and Safety training</li> <li>▪ AODA training</li> <li>▪ In-house ERT training for all staff is a job requirement (one-time only)</li> </ul>
<p><b>Method of Application</b></p>	<p><b>Online application MUST be filled out <a href="#">here</a>.</b></p> <p><b>Please note:</b> Only successful candidates will be contacted via email after the application deadline.</p>
<p><b>Contact Information:</b></p>	<p>Will Kopplin  Manager, Children &amp; Youth  <a href="mailto:junior.blues@utoronto.ca">junior.blues@utoronto.ca</a>  55 Harbord St.  Toronto ON M5S 2W6</p>
<p><b>Date Posted:</b></p>	<p><b>November 20, 2024</b></p>