



**Coordinator, Child and Youth Aquatics**

<b>Union: USW 1998</b>	
The University of Toronto is strongly committed to diversity within its community and especially welcomes applications from racialized persons / persons of colour, women, Indigenous / Aboriginal People of North America, persons with disabilities, LGBTQ persons, and others who may contribute to the further diversification of ideas.	
<b>Deadline:</b>	<b>August 16, 2018</b>
<b>Number of Positions:</b>	3 - 8
<b>Rate of Pay:</b>	\$22.00/hour - \$24.00/hour
<b>Position Start Date:</b>	September 10th, 2018
<b>Position End Date:</b>	January 13th, 2019
<b>Number of Hours per week:</b>	Variable; fewer than 15.00 hours/week
<b>Classification:</b>	<b>University of Toronto, Casual.</b>
<b>Summary:</b>	<p>Coordinator, Child &amp; Youth Aquatics works as part of the Children and Youth co-curricular program team to deliver high quality instructional programs, while providing a safe and secure environment for patrons and staff. This position reports to the Assistant Manager, Aquatics through to the Manager, Children and Youth.</p> <p>Responsibilities:</p> <ul style="list-style-type: none"> <li>• Mentoring and supervision of Aquatic Instructors in the Child &amp; Youth programs including: assistance with hiring, training development and delivery, coaching and feedback. Communication with management staff as necessary.</li> <li>• Consistent application of all faculty and program protocols including: age guidelines, waitlists, prerequisites, and facility access and security; through communication with parents, participants and staff.</li> <li>• Customer service and conflict resolution aimed at parents and participants for purpose of promoting knowledge of programs, policies, alternative options, and solutions to potential or existing barriers. Communication must be offered in a firm, kind, calm and empathetic manner.</li> <li>• Administrative tasks including but not limited to: production of reports and statistics, and printing of worksheets and lesson plans. Knowledge of regulations including FIPPA, WHMIS, and the Employment Standards Act. Preparation of report cards, certifications and inventory as needed. Assistance with payroll, tracking Letters of Offer, and certifications.</li> <li>• Assisting with Child and Youth Program design and delivery to adhere to curriculum standards. Aiding instructors with lesson and core plans and skill evaluation. Working with instructors to ensure that teaching styles are effective for a variety. Both verbal and written evaluations will be conducted by the Coordinator, Child &amp; Youth Aquatics.</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> </ul>

	<ul style="list-style-type: none"> <li>• May be required to teach occasionally for late or absent instructors.</li> </ul>
<b>Minimum Qualifications:</b>	<p><b>EDUCATION:</b> Some university education preferred.</p> <p><b>EXPERIENCE:</b> Minimum 1-2 years work as a Junior Blues Aquatic Instructor with a demonstrated knowledge of program, facility, and aquatics policies and procedures including emergency procedures. Consistent reliability and professionalism are required. University of Toronto full-time students and employees who work as a lifeguard and/or aquatic instructor for KPE will be given preference.</p> <p><b>CERTIFICATIONS:</b> All coordinators are required to hold current certifications as defined below. Certifications <b>MUST</b> be valid until <b>January 13, 2019</b>. Proof of registration in a recertification course scheduled before the certification expiry date will be accepted in lieu of above.</p> <p><b>Red Cross Water Safety Instructor:</b> issued by Canadian Red Cross; dated not more than two years prior</p> <p><b>Standard First Aid:</b> issued by Canadian Red Cross, Ontario Lifesaving Society, St. John Ambulance; dated not more than three years prior</p> <p><b>National Lifeguard:</b> certification issued by Ontario Lifesaving Society; dated not more than two years prior</p> <p><b>CPR-C/Basic Rescuer CPR:</b> issued by Canadian Red Cross, Ontario Lifesaving Society, St. John Ambulance, Canadian Ski Patrol or Ontario Heart and Stroke; dated not more than one year prior.</p> <p><b>Airway Management or Oxygen Administration:</b> issued by Ontario Lifesaving Society or Canadian Red Cross; dated not more than two years prior. Training is available for successful candidates.</p> <p><b>ADDITIONAL QUALIFICATIONS:</b></p> <p><b>Skills:</b></p> <ul style="list-style-type: none"> <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>• Thorough knowledge of aquatics programs from parent and tot to teen is essential.</li> <li>• Experience with speciality and certification programs is an asset.</li> <li>• Experience providing feedback and supervising peers are assets.</li> <li>• Excellent oral and written communication, team work and time management skills are required.</li> <li>• Demonstrated professionalism and use of judgement in complex situations.</li> <li>• Computer skills including Word, Excel, CLASS or similar database program are an asset.</li> <li>• Ability to problem solve and adapt in busy and stimulating environment.</li> <li>• Strong organization skills and ability to prioritize and track multiple projects simultaneously.</li> </ul> <p><b>OTHER:</b></p> <p><b>Name Based Criminal Records Check:</b> Employment is conditional upon providing proof that there are no relevant criminal records that would impact working in a position of leadership with children.</p>

	<p><b>Hepatitis B Immunization:</b>  Employment is conditional upon providing proof that immunization against Hepatitis B is either completed or initiated (verified by physician’s note). If the candidate has been advised by a physician not to be immunized for specific health reasons, a letter from a doctor must be provided.</p>
<b>Method of Application</b>	<p>CV, Cover Letter, Name Based Criminal Records Check, &amp; copy of certifications to be sent to <b>Shannon Giannitsopoulou AND Rachel Tennant</b> via email.</p> <p><i>If you’re contacted to interview for a position and require accommodation(s) due to disability, please contact us and we will work with you to make appropriate arrangements.</i></p>
<b>Contact Information:</b>	<p>Shannon Giannitsopoulou  <a href="mailto:shannon.giannitsopoulou@utoronto.ca">shannon.giannitsopoulou@utoronto.ca</a></p> <p>Rachel Tennant  <a href="mailto:rachel.tennant@utoronto.ca">rachel.tennant@utoronto.ca</a></p>
<b>Date Posted:</b>	<b>July 16th, 2018</b>