



**Certification Course Instructor**

**Thank you for your interest in this position! The posting for Certification Course Instructor is currently closed. If you would like to have your name and e-mail added to a list of interested applicants and be contacted when the posting re-opens, please email [masha.reshetnikova@utoronto.ca](mailto:masha.reshetnikova@utoronto.ca). Minimum qualifications for this position may be found below.**

<i>Are you looking for challenging, meaningful work in a supportive and diverse environment? Are you looking for a career at one of Canada's top employers? Work where the world comes to think, discover and learn. Consider a career at the University of Toronto. <b>Benefits include</b> free access to the world class gym facilities, group fitness classes, Strength and Conditioning Centre, discounts on Programs and Leadership courses and much more!</i>	
<i>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.</i>	
<b>Rate of Pay:</b>	<b>\$22.00/hour - \$30.00/hour</b>
<b>Number of Hours per week:</b>	<b>Variable</b>
<b>Classification:</b>	<b>University of Toronto, Casual</b>
<b>Summary:</b>	<p>The successful candidate will work as part of the Aquatics team to lead fun, safe and educational certification courses. They will have an understanding of all aspects of applicable course content and teaching methodology; explaining, demonstrating, teaching; and evaluating specific skills and techniques as designated by the curriculum standards. Ability to adapt teaching techniques to meet needs of a variety of learners. The Certification Course Instructor may also be required to open and secure pool area and/or classroom spaces. Additional duties may include pool/class set-up and take-down and equipment (i.e. computer) maintenance. Professionalism is demonstrated by arriving to allow sufficient preparation time, and beginning and ending classes punctually. Instructors are expected to act in a manner that is representative of both KPE and the assigned governing body. All course pre-requisites must be verified before the start of the class. Core plans/course outlines and daily lesson plans must be created and shared with management staff prior to the start of the course. Instructors are responsible for continuously evaluating and documenting participants' performance and providing timely verbal and written feedback to candidates regarding their participation and ability to meet the communicated course standards. Attendance must be recorded; certification courses require 100% participatory attendance. Test sheets and certification cards are to be completed by the end of the course. All instructional staff must understand and follow all KPE policies and procedures. Other duties may be assigned.</p> <p>Instructors are needed for the following programs:</p>

	<p><b>Programs for U of T Students and Members:</b></p> <ul style="list-style-type: none"> <li>• Standard First Aid (Lifesaving Society &amp; Canadian Red Cross)</li> <li>• CPR-C (LSS &amp; CRC)</li> <li>• Bronze Medallion with Emergency First Aid</li> <li>• Bronze Cross</li> <li>• National Lifeguard (full course &amp; recertification)(LSS)</li> <li>• Airway Management (LSS)</li> <li>• Red Cross Water Safety Instructor Recertification/Transfer</li> </ul> <p><b>Children &amp; Youth Programs(Junior Blues):</b></p> <ul style="list-style-type: none"> <li>• Standard First Aid (Lifesaving Society &amp; Canadian Red Cross)</li> <li>• Bronze Medallion with Emergency First Aid</li> <li>• Bronze Cross</li> <li>• Red Cross Babysitting Course</li> </ul> <p><b>Co-Curricular Record Competencies:</b>  Goal-setting and prioritization  Decision-making and action  Communication  Fostering inclusivity and equity  Social intelligence  Teamwork</p>
<p><b>Minimum Qualifications:</b></p>	<p><b>EDUCATION:</b>  Some university education preferred. Preference given to U of T students.</p> <hr/> <p><b>EXPERIENCE:</b>  Ability to teach participants with different skill levels and learning styles. Familiarity with KPE programs and services is an asset. Experience teaching certification courses preferred. Candidates may be required to complete an apprenticeship before conducting an independent course. University of Toronto full-time students and employees who work as a lifeguard and/or aquatic instructor for KPE will be given preference.</p> <hr/> <p><b>CERTIFICATIONS:</b>  All instructors must have current certifications as required to teach assigned certification course. Certifications MUST be valid through <b>position end date</b>. Proof of registration in a recertification course scheduled before the certification expiry date will be accepted in lieu of above.</p> <p>Required</p> <ol style="list-style-type: none"> <li>1. CPR-C (SJA, RC or LSS) current within one year of issue required. <b>Course offered upon hire.</b></li> <li>2. Standard First Aid (SJA, RC or LSS) current within three year of issue required.</li> </ol> <p>Instructors with the following certifications are needed:</p> <p>Red Cross Babysitting Course Facilitator  Red Cross First Aid Instructor  Red Cross Water Safety Instructor Trainer  Red Cross First Aid Instructor Trainer</p>

	<p>Lifesaving Society Instructor  Lifesaving Society Bronze Level Examiner  Lifesaving Society First Aid Instructor &amp; Examiner  Lifesaving Society National Lifeguard Instructor &amp; Examiner  Lifesaving Society Airway Management Instructor &amp; Examiner</p> <p>*Please note that instructors will be required to hold a valid and current National Lifeguard – Pool certificate as deemed necessary.</p> <p><b>ADDITIONAL QUALIFICATIONS:</b></p> <p><b>Skills:</b> Must demonstrate that skills meet the minimum standards of the Lifesaving Society and other certifying organizations at wet screening, in-services and/or during skill assessment. Must possess strong interpersonal skills to work and function within a team environment; be able to deal well with conflict situations. Candidates must demonstrate strong knowledge of incident prevention and class safety, and a present a variety of teaching skills. Excellent oral and written communication skills are required. The ability to work effectively in a diverse environment must be evident. The candidate must possess strong leadership skills and be self-motivated, reliable, professional, responsible, and vigilant.</p> <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 and with children (completed no more than 1 year ago).</p> <p><b>Hepatitis B Immunization:</b> Employment is conditional upon providing proof that immunization against Hepatitis B virus is either completed or at minimum 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>
<p><b>Method of Application</b></p>	<p><b>ONLINE APPLICATION FORM REQUIRED –</b></p> <p>Ability to attach and submit required hiring documents exists within the online application (resume, cover letter, certifications, proof of registration, name based criminal records check, proof of hep b vaccination, etc.). Required documents, as outlined within the online application process, must be submitted.</p> <p>Please do not submit an application via e-mail. If you experience any issues, please reach out to the contact below.</p> <p><b><i>Only successful candidates will be contacted. Preference given to U of T students.</i></b></p> <p><b><i>If you are planning to attend and require accommodation(s) due to disability, please contact us and we will work with you to make appropriate arrangements.</i></b></p>

<b>Contact Information:</b>	Masha Reshetnikova   Assistant Manager, Aquatics and Sport & Rec Programs <a href="mailto:masha.reshetnikova@utoronto.ca">masha.reshetnikova@utoronto.ca</a>
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