



**UNIVERSITY OF TORONTO**  
**FACULTY OF KINESIOLOGY & PHYSICAL EDUCATION**

**Pool Coordinator, Child and Youth**

<b>Union: USW 1998</b>	
<p><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></p> <p><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, LGBTQ2S+ persons, and others who may contribute to the further diversification of ideas.</i></p>	
<b>Deadline:</b>	<b>Sunday, August 11th, 2024</b>
<b>Number of Positions:</b>	<b>5-7</b>
<b>Rate of Pay:</b>	<b>\$ 28.91 per hour</b>
<b>Start Date:</b>	<b>September 15th, 2024</b>
<b>End Date:</b>	<b>January 18th, 2025</b>
<b>Number of Hours per week:</b>	<b>Variable</b>
<b>Classification:</b>	<b>USW Casual</b>
<b>Summary:</b>	<p>Pool Coordinator, Child &amp; Youth 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 and S&amp;R Programs 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> </ul>

	<ul style="list-style-type: none"> <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 all participants. Both verbal and written evaluations may 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> <li>• May be required to teach occasionally for late or absent instructors.</li> </ul> <p><b>Co-Curricular Record Competencies:</b>  Communication  Fostering inclusivity and equity  Teamwork  Professionalism  Leadership</p>
<p><b>Minimum Qualifications:</b></p>	<p><b>EDUCATION:</b>  Some university education preferred. Preference given to U of T students.</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></p> <ol style="list-style-type: none"> <li>1. LSS Swim Instructor certification current within two years of issue required.</li> <li>2. National Lifeguard – Pool (LSS) certification current within two years of issue required.</li> <li>3. CPR-C (SJA, RC or LSS) current within one year of issue required. <b>Course offered upon hire.</b></li> <li>4. Standard First Aid (SJA, RC or LSS) current within three years of issue required.</li> <li>5. Airway Management (LSS) current within two years of issue required. <b>Course offered upon hire.</b></li> <li>6. Lifesaving Society Lifesaving Instructor certification current within two years of issue is preferred.</li> </ol> <p>Certifications must be valid through <b>position end date</b>. Proof of registration in a recertification course scheduled before the certification’s expiry will be accepted in lieu of above.</p> <p><b>ADDITIONAL QUALIFICATIONS:</b>  <b>Skills:</b></p> <ul style="list-style-type: none"> <li>• Demonstrated leadership and staff supervision experience.</li> </ul>

	<ul style="list-style-type: none"> <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, FUSION, Teams 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 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 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>
<p><b>Method of Application</b></p>	<p><b>ONLINE APPLICATION FORM REQUIRED –</b></p> <p><a href="#">U of T Sport and Rec Aquatics Hiring Application – FALL 2024</a></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>
<p><b>Contact Information:</b></p>	<p>Will Kopplin   Manager, Children and Youth <a href="mailto:will.kopplin@utoronto.ca">will.kopplin@utoronto.ca</a></p> <p>Masha Reshetnikova   Assistant Manager, Aquatics and Sport &amp; Rec Programs <a href="mailto:masha.reshetnikova@utoronto.ca">masha.reshetnikova@utoronto.ca</a></p>

<b>Date Posted:</b>	<b>July 3, 2024</b>
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