



**Learn to Skate Instructor (Child & Youth and Adult)**

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.

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>Nov. 29, 2018</b>
<b>Number of Positions:</b>	<b>3 - 5</b>
<b>Rate of Pay:</b>	<b>\$18.00 – 20.00</b>
<b>Position Start Date:</b>	<b>Jan. 6, 2019</b>
<b>Position End Date:</b>	<b>April 7, 2019</b>
<b>Number of Hours per week:</b>	<b>3 - 12</b>
<b>Classification:</b>	<b>Non Union, Casual</b>
<b>Summary:</b>	<p>The Learn to Skate Instructor is responsible for assisting with the development, delivery of the curriculum for their program and for the general safety, security and enjoyment of skating for participants in the program. We are looking for responsible, energetic and creative people, who work well with a variety of ages (children and adults) and who are committed to providing a safe environment for our participants. Instructors will be required to teach skills. Experience in coaching and instruction of children 4 - 16 years old and 17+ is an asset.</p> <p>Duties include;</p> <ul style="list-style-type: none"> <li>▪ Preparation of a curriculum for a Learn to Skate program</li> <li>▪ Creation of lesson plans</li> <li>▪ Ensuring facilities and equipment are prepared for all activities by preparing equipment, communicating set up needs in advance and performing risk management checks on the facility.</li> <li>▪ Ensuring completion of all administrative paperwork including curriculums, lesson plans, accident reports, staff evaluations and feedback forms.</li> <li>▪ Maintaining positive relationships with parents/guardians of children, responding to concerns.</li> <li>▪ Responsible for building and maintaining positive group dynamics and ensuring that all participants learn and enjoy their time in the program</li> <li>▪ Ensuring that all participants are treated with fairness, respect and understanding/</li> <li>▪ Assisting in facilitating the inclusion of participants with disabilities into the program</li> </ul>

	<ul style="list-style-type: none"> <li>▪ Ensuring that all facility and program rules are met</li> <li>▪ Ensuring that they are in compliance with all KPE policies and procedures</li> </ul>
<b>Minimum Qualifications:</b>	<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.
	<b>Experience:</b> One to two years instructing learn to skate programs to children and/or adults. Experience instructing in a university environment preferred. Consistent reliability and professionalism is required.
	<b>Other:</b>  <i>Preference given to current University of Toronto students.</i>  <b>For Adult Learn to Skate classes, candidates must be available at one or more of the following times:</b> Tuesdays 1:00 – 3:00pm, Wednesdays 3:00-4:00pm and 7:00-8:00pm, Saturdays 12:00 – 1:00pm and/or Sundays 11:30 – 12:30pm, from January 15 <sup>th</sup> – March 31 <sup>st</sup> , 2019.  <b>For Child &amp; Youth Learn to Skate classes, candidate must be available at one or more of the following times:</b> Tuesdays, 3:30 – 5pm, Saturdays 8:45am – noon and/or Sundays 8:30 – 12:00pm, from January 19 <sup>th</sup> – April 14 <sup>th</sup> , 2019 (no classes Family Day weekend).  <b>Certifications Required:</b> <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> <b>Skills:</b> <ul style="list-style-type: none"> <li>▪ Demonstrated excellence in teaching and/or leadership.</li> <li>▪ Demonstrated experience in skating.</li> <li>▪ Responsible, energetic, excellent customer service skills, adaptability and strong teamwork skills are required.</li> <li>▪ Ability to work with people with diverse abilities, ethnicities and sexual orientations is essential.</li> </ul> <b>Please include copies of all certifications with your application</b>

	<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 (one-time only)</li> </ul>
<p><b>Method of Application</b></p>	<p><b>Resume, cover letter and qualifications to be emailed to:</b>  <a href="mailto:junior.blues@utoronto.ca">junior.blues@utoronto.ca</a> and <a href="mailto:jill.cressy@utoronto.ca">jill.cressy@utoronto.ca</a></p> <p><b>Subject line should include title of position.</b></p> <p><b>Online application MUST also 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  Faculty of Kinesiology &amp; Physical Education  <a href="mailto:junior.blues@utoronto.ca">junior.blues@utoronto.ca</a></p> <p>And</p> <p>Jill Cressy  Assistant Manager, Fitness &amp; Instruction  Faculty of Kinesiology &amp; Physical Education  <a href="mailto:jill.cressy@utoronto.ca">jill.cressy@utoronto.ca</a></p>
<p><b>Date Posted:</b></p>	<p><b>Nov. 5, 2018</b></p>