

Employment Opportunity Notice EX18-557

The City of Greater Sudbury requires

Program Instructor – Youth Sports (5) (Bilingual – English/French) (Funded – Ontario Trillium Foundation) Reporting Location: Donovan or Hanmer or Chelmsford

**Contract Part Time Positions
Estimated Probable Duration: Until June 26, 2020
Up to 10 Hours Bi-Weekly**

Start Date to Follow Selection Process

The Children's Services Section, Children and Citizen Services Division, Community Development Department of the City of Greater Sudbury, requires five (5) Program Instructor(s) – Youth Sports. The successful candidates must possess the qualifications and perform the duties, as set out below. The current range of pay for this position is \$15.99 to \$18.71 per hour.

Qualifications:

Education and Training:

Successful completion of Secondary School (Grade X) Education.
Must hold current CPR and First Aid Certificate for designated positions.

Experience:

Up to six (6) months of related experience in the designated program area.

Knowledge of:

Best practices within program of service area, including creative activities related to program.

Abilities to:

Demonstrate interpersonal and communication skills in dealing with the public in a courteous and effective manner.
Demonstrate ability to deal with a variety of user groups.
Demonstrate participation in continuing education courses and workshops.
Demonstrate commitment to the philosophy and goals of CGS's programs.
Understand and meet the needs of customers.
Work and act independently and use initiative when required.

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Program Instructor – Youth Sports (5) (Bilingual – English/French)
(Contract Part Time Positions)**

Personal Suitability:

Mental and physical fitness to perform essential job functions.

Language:

Excellent use of English; verbally and in writing.

French verbal skills and a good working knowledge of written French is required.

Other:

Provide at own cost, a Criminal Records Check, for designated positions.

Main Function: To assist in the design of a program (e.g. Art, Tai Chi, Dance, Youth, Skiing, Snowboarding, Cycling, etc.) that encourages safety and class participation, and to deliver the program.

Duties: Under the general supervision of the Manager of Children's Services and the day to day direction of the Coordinator of Community Initiatives and Quality Assurance.

1. Assist to develop, implement and evaluate a program that encourages safety and class participation and to deliver the program (e.g. Art, Tai Chi, Dance, Youth, Skiing, Snowboarding, Cycling, etc.).
2. Perform proper techniques as to not cause injury or harm to any participant in the program.
3. Provide support and leadership to all participants and instruct at the level for which he/she is qualified.
4. Be attentive and alert to the regards of all participants in the program.
5. Maintain a clean/safe activity space and ensure that equipment is maintained and properly set up.
6. Responsible for being aware of the recreation facility policies and ensure the proper use of the facility by participants.
7. Inform immediate Supervisor of any misconduct by a participant in the program.
8. Maintain accurate attendance records and ensure Program Evaluation Forms are distributed to participants.
9. Assist to ensure adherence to procedures and operational policies, including the proper cash handling procedures, as required.
10. Develop and maintain a thorough working knowledge of CGS's Safety Manual and the applicable Provincial Legislation listed therein.
11. Perform other related duties as required.

Note: A Criminal Record Check will be requested by the Hiring Manager should you be the candidate of choice. Please do not submit your Criminal Record Check with your application.

Qualified candidates should submit their résumé in confidence by **Wednesday, August 8th, 2018 at 4:30 PM to: Citizen Service Centre, The City of Greater Sudbury, PO Box 5000, Station A, 200 Brady Street, Sudbury, Ontario, P3A 5P3, Facsimile number: 705-673-7219 or by e-mail to: hrjobs@greatersudbury.ca** Any application received after this deadline will not be considered. Please reference the Employment Opportunity number **(EX18-557)** on your resume.

The City of Greater Sudbury is dedicated to maintaining a fair and equitable work environment, and welcomes submissions from all qualified applicants.

Personal information submitted will be used for the purpose of determining suitability for this competition only in accordance with The Municipal Freedom of Information and Protection of Privacy Act.

All applicants are thanked for their interest in this position. Only those selected for an interview will be contacted. If contacted, and you require a disability related accommodation in order to participate in the recruitment process, you must advise the Hiring Manager.