



Making life better in King

King is Hiring
General Program Instructor
(Seasonal/Part-time)

King Township is an idyllic countryside community of communities, proud of its rural, cultural, and agricultural heritage. We are respected for treasuring nature, encouraging a responsible economy, and celebrating our vibrant quality of life. As an organization, we are focused making life better in King, and enriching the lives of all those who live, work, and visit King Township by providing quality services and experiences.

Reporting to the Supervisor of Recreation and Business Services, the General Program Instructor is responsible for the following:

- Plans, implements, and facilitates general recreation programs.
- Performs set-up and tear down of all program equipment and supplies.
- Distributes promotional materials, newsletters, and program evaluations.
- Ensures health and safety/departmental policies and procedures are followed.
- Deals with incidents, problems and emergencies as outlined by departmental policies and procedures.
- Responds to inquiries from parents/guardians, participants, staff, and the public in a courteous and effective manner.
- Staff will follow and practice the HIGH FIVE – Principles of Healthy Child Development (Participation, Play, Mastery, Friends, and Caring Adult).
- Other duties and responsibilities as assigned.

The successful applicant will possess:

- Previous experience in recreational programs or camps is considered an asset.
- Valid Standard First Aid & CPR-C, WHMIS and AODA.
- HIGH FIVE 'Principles of Healthy Child Development' Certification (must be willing to obtain upon employment).
- Strong leadership skills.
- Excellent problem-solving skills, with excellent decision-making capabilities.
- Strong organizational skills with the ability to communicate with all levels of staff, stakeholders, and the public.
- A team player with excellent interpersonal skills and the ability to coordinate with other departmental staff.
- Ability to analyze problems, identify alternatives and make recommendations to implement procedures and policies.
- Ability to maintain strict confidentiality and unquestionable integrity.
- Required to submit a vulnerable sector screening.

Salary Range: \$16.00 – \$19.00/Hour

Qualified candidates are requested to forward their resume to hr@king.ca by **4:30 pm on March 15, 2024**

Or to Human Resources at 2585 King Road, King City, Ontario, L7B 1A1

Please visit www.king.ca for full job description.

We thank all applicants and advise that only those selected for an interview will be notified.

Personal information (PI) is collected under the authority of the Municipal Act, 2001, S.O. 2001, c.25 and will be used to facilitate the hiring and recruitment process. Personal information (PI) will be protected in accordance with Municipal Freedom of Information and Protection of Privacy Act (MFIPPA). Questions about the collection of personal information (PI) should be directed to the Human Resources Department, 2585 King Road, King City, L7B 1A1 or (905) 833-5321.

We are an Equal Opportunity Employer. In accordance with the [Accessibility for Ontarians with Disabilities Act, 2005](#), the Integrated Accessibility Standards Regulation 191/11 (IASR), and the Ontario Human Rights Code, the Township of King will provide accommodations throughout the recruitment, selection and/or assessment process to applicants with disabilities. If selected to participate in the recruitment, selection and/or assessment process, please inform Township Human Resources staff of the nature of any accommodation(s) that you may require in respect of any materials or processes used to ensure your equal participation.