



## **Program Instructor 1 POSTING No. 201719**

Come join our team! We are looking for candidates that share our corporate values of Honesty, Excellence, Team, Fun, Creativity and Respect. These values are second nature for the successful candidate and are demonstrated in their work and interactions with colleagues and the community.

Under the supervision of the Recreation Coordinator, this position is responsible for the design of program plans and the delivery of the Soccer and/or Baseball program for adults with special needs. The Program Instructor will be prepared for each session and ensure programs are lead in a safe, fun and effective manner.

### **Accountabilities:**

- Deliver a high quality recreation program in a professional and pleasant manner, adhering to program plan and scheduled times.
- Inspect program area and equipment to ensure space is prepared, safe and welcoming.
- Supervise and remain actively involved in program at all times.
- Maintain confidentiality regarding participant information.
- Tend to any incidents or personal injuries as required and complete and forward documentation to Recreation Coordinator.

### **You possess:**

- Knowledge of soccer and/or baseball
- Strong organizational skills and program planning abilities
- Keen interest and experience working with adults with special needs
- Ability to work both independently and as part of a team
- Ability to maintain a high level of confidentiality
- Available to commit to the 8 week session
- Current Standard First Aid certificate or ability to achieve prior to start date

### **Compensation:**

The hourly rate for this part time position is \$12.75 per hour. You must be available to work scheduled programs as required, including evenings and weekends at Town or non-Town facilities and/or outdoor environments.

### **Program Hours, Locations, Dates:**

Baseball for Adults with Special Needs	Wed	6:45 to 8:00 pm	May 17 to Jun 28 and Aug 21	Park Public School
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Soccer for Adults with Special Needs	Mon	6:45 to 8:00 pm	Jun 19 to Aug 21	Centennial School
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Exception Dates: Mon Jul 3 and Mon Aug 7

**For more information about these programs, contact:**

Margaret Taylor  
Recreation Coordinator – Active Living  
Email: MargaretT@haltonhills.ca  
Tel: 905.873.2601 ext. 2360

Qualified candidates may submit a detailed cover letter and resume in confidence to the Town by 4:30 p.m., April 6, 2017. Please quote Posting No. 201719 on your cover letter. Please apply using only **one** method of application below.

**Mail:**

Attn: Human Resources  
Town of Halton Hills  
1 Halton Hills Drive  
Halton Hills, ON L7G 5G2  
Posting No. 201719

**Email:** [humanresources@haltonhills.ca](mailto:humanresources@haltonhills.ca) (preferred)

We thank all those who apply, but advise that only those applicants selected for an interview will be contacted. The Town of Halton Hills is an equal opportunity employer. Accommodations are available for all parts of the recruitment process. If contacted for an interview, please advise the Human Resources staff of any measures you feel you need to enable you to be assessed in a fair and equitable manner. Information received relating to accommodation measures will be addressed confidentially.

Personal information is collected under the authority of the Municipal Act, 2001 (S.O. 2001, c.25) and will be used to select a candidate. Questions about this collection should be directed to the Manager of Human Resources.

