

Job Opportunity

The Corporation of the Town of Orangeville
invites applications for the position of

Program Leader **Community Services Department** (Casual position, up to 24 hours per week)

Located on the north-west edge of the Greater Toronto Area, less than one hour's drive from Toronto and yet only moments away from the unspoiled, natural beauty of the Niagara Escarpment, the Town of Orangeville ("Town") offers an excellent combination of location, small town charm and urban amenities. Situated in the picturesque natural setting of the Hills of Headwaters, Orangeville is home to nearly 30,000 residents and is the largest urban community and regional service centre within the County of Dufferin. Orangeville is a great place to raise a family, with an excellent quality of life and a strong sense of community. The Town is committed to a value based, thriving and collaborative work environment that supports our employee's success. The Town is looking for leadership who can inspire and guide their teams, fostering a positive and inclusive work environment while driving success and innovation. Our employees are passionate about delivering high-quality programs and services to our residents and are proud to contribute to making Orangeville one of the exceptional places to live in Canada.

The Community Services Department is seeking dedicated individuals for the position of Program Leader. Program Leaders instruct and assist with activities for children's instructional programs, school holiday programs, public skating and shinny, after school programs, and other special events. Hours of work are scheduled based on program needs for seasonal recreation programs. Hours of work will also include weeknights, weekends, holidays, and school breaks.

Job Duties:

- Planning and instructing recreation programs with a focus on safe, quality, inclusive programming to meet the needs and abilities of all participants.
- Completing program attendance, communicate with participants and parents/guardians regarding program changes.
- Conducting checks of program areas and equipment for safety and cleanliness prior to and at the end of programs.
- Attending and participating in staff trainings and meetings.
- Other duties as assigned.

Qualifications:

- Must be at least sixteen (16) years of age or completed Grade Ten (10).
- Excellent communication and leadership skills related to working with children.
- Experience working with children in a recreation program setting is an asset.
- Experience with recreation program planning, such as games, crafts, and sports.
- HIGH FIVE® Principles of Healthy Child Development, and current Standard First Aid/CPR are considered assets.
- Proficient with Microsoft Suite programs.

Hourly Range: \$16.73 to \$18.09, Band 1 on the Town's 2024 Pay Grid

Please note:

- Interviews will be held Monday, July 29, 2024, to Friday, August 9, 2024.
- Mandatory training will be held on Monday, September 9, 2024.

Successful candidates will be required to complete a background check, including but not limited to a Vulnerable Sector Check, in accordance with the duties of this position.

Qualified candidates are invited to submit their resumes in confidence, addressed to Sarah Mayer, Co-ordinator, Human Resources no later than 4 p.m. on **Wednesday, July 24, 2024**. Applications may be submitted online or in person to the Town Hall located at 87 Broadway. Please do not email your application.

To select the best candidates to serve the Town of Orangeville and its people, several screening tools, including Police Record Checks are required as part of the hiring process for some employment or volunteer positions. When requested, applicants are required to provide a Police Record Check as a condition of their offer of employment. Police Record Checks must be dated within three (3) months of the employment offer to be considered valid. The specific type of Police Record Check required will be indicated in the job posting qualifications.

The Town of Orangeville is an equal opportunity employer. Accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance. By submitting your personal information to the Town of Orangeville, you consent to the collection, use, and disclosure of that information in connection with our recruitment, hiring and/or employment processes. Personal information on this form is collected under the authority of the Municipal Act, 2001, S.O. 2001, c.25, as amended, and will be used to determine the qualifications for employment with the Town of Orangeville. Questions about this collection should be directed to the Manager, Human Resources at 87 Broadway, Orangeville, Ontario L9W 1K1.