

Internal/External Job Posting

POSITION:	Summer Camp Preschool Instructor
SALARY:	\$29.84 per hour + 14% in lieu of benefits = \$34.01 per hour (Jan 2025 rate) \$30.14 per hour + 14% in lieu of benefits = \$34.35 per hour (July 2025 rate) <i>In addition to the above wage, WSPRS participates in the Early Childhood Educator Wage Enhancement (ECE-WE) and all staff who hold a valid ECE working in licensed childcare receive the additional \$6.00 per hour paid on hours worked.</i>
CLASSIFICATION:	JB08 – Instructional Team Leader I
HOURS OF WORK:	Monday to Friday, 8:30AM to 1:15PM; June 30th to August 22nd, 2025. Hours will be based on program registration. Must be available for training hours some evenings and weekends during the months of May and June. Dates are “To Be Determined”.
STATUS:	Auxiliary
CLOSING DATE:	March 24th, 2025, at 12:00PM
COMPETITION #:	25-20

SUMMARY: Under the direction of the Daycare and Preschool Programmer, West Shore Parks & Recreation is currently looking for an energetic, enthusiastic instructor to provide high quality recreational programs to our preschool participants, ages 4 to 5 years old. Instructors are responsible for organizing a variety of fun and creative preschool programs, while always ensuring the safety of participants. In addition to good wages, we offer an additional 14% in pay, per hour, in lieu of benefits; access to counseling; a staff facility pass to drop into the weightroom, fitness classes, skating, and pool; as well as access to our 9-hole golf course.

JOB DUTIES & ACCOUNTABILITIES

- Promote and deliver safe, healthy, positive interactions, communications, diversity and learning opportunities.
- Promote and enhance creative ideas in all program areas such as arts and crafts, dramatic play, music appreciation, science and nature and sports.
- Ensure toys/equipment is maintained with respect to safety standards and sanitary standards.
- Set-up and clean-up activity area and will always ensure the safety and general well-being of the children.
- Provide a balance of active and passive activities in a safe environment.
- Set-up, organize and maintain appropriate equipment, materials and supplies.
- Maintain work area in a neat and orderly condition.
- Establish and maintain effective working relationships with parents, children and staff.
- Responsible to oversee and coordinate the daily sign-in and sign-out procedure to ensure safety practices are followed for the release of children from program.
- Problem-solving minor issues independently, conferring with supervisor regarding progress concerns and recommendations.

QUALIFICATIONS

- Licensed Preschool Instructor must be a minimum of 19 years of age.
- ***Current Early Childhood Education (ECE) certification is required.***
- Minimum of 180 hours of experience working directly with preschool age children in a public recreation setting.
- Current Emergency First Aid & CPR (CPR Level B minimum requirement but CPR C Preferred).
Note – CPR B is the minimum requirement for working in childcare positions. If applying for positions at WSPR outside of childcare, CPR C may be required.
- Experience with program organization, planning, implementation and evaluation.
- Excellent communication and organizational skills.
- Customer service and public relations skills required.
- Ability to work independently and in a team environment.

A clear and current criminal record check is a condition of employment and is the financial responsibility of the successful candidate.

APPLICATIONS

Resumes and cover letters quoting competition **25-20** to be received prior to **March 24th, 2025** at 12:00PM.

This is a union position. Only those candidates under consideration will be contacted.

Posted: February 25th, 2025