**The Corporation of the Municipality of Clarington**

**Community Services Department**

**Requires**

**Older Adult Instructors - Specialized**

**(Art, Crafts, Woodcarving)**

The Municipality of Clarington is pleased to accommodate individual needs in accordance with the Accessibility of Ontarians with Disabilities Act*,* 2005 (AODA), within our recruitment process. If you require accommodation at any time throughout the recruitment process or in performing your position should you be selected please contact the Human Resources Division at corporateservices@clarington.net.

The Municipality of Clarington, Community Services Department is looking for enthusiastic and knowledgeable instructors to provide leadership and supervision in a safe and enjoyable environment for our older adult programs. Older Adult Instructors report to the Older Adult Coordinator.

**Please indicate on your resume which position(s) you are applying for.**

**Duties include:**

1. Program planning and implementation of specialized programming activities.
2. Supervision, instruction and interaction with program participants.
3. Ensure the safety of all participants at all times.
4. Communicate effectively with co-workers, and supervisors.
5. Other duties as assigned.

**Rates of Pay/Hours Per Week:**

Specialized Older Adult Instructor - $25.38/hr, 2 – 6 hours per week

**Minimum Qualifications for Art Instructor position are:**

1. Education in Fine Arts, Visual Arts or Studio Arts and/or should also have relevant experience in creating art products (paintings, sculptures, designs, and sketches) or equivalent work-related experience.
2. Previous work experience instructing art classes is preferred.
3. Demonstrated experience providing excellent customer service.
4. Proof of current Standard First Aid and CPR “C” certification would be an asset at time of interview. Successful candidates must obtain a Standard First Aid and CPR “C” certificate at employee’s expense prior to commencing employment.

**Minimum Qualifications for the Craft Instructor position are:**

1. Must be specialized in craft arts and should also have relevant experience in creating various craft projects.
2. Previous work experience instructing craft classes is preferred.
3. Demonstrated experience providing excellent customer service.
4. Proof of current Standard First Aid and CPR “C” certification would be an asset at time of interview. Successful candidates must obtain a Standard First Aid and CPR “C” certificate at employee’s expense prior to commencing employment.

**Minimum Qualifications for the Woodcarving Instructor position are:**

1. Previous work experience instructing older adult Woodcarving classes is preferred.
2. Must be specialized in woodcarving and should also have relevant experience in creating various wood projects.
3. Must demonstrate safe handling of woodcarving tools while instructing.
4. Demonstrated experience providing excellent customer service.
5. Proof of current Standard First Aid and CPR “C” certification would be an asset at time of interview. Successful candidates must obtain a Standard First Aid and CPR “C” certificate at employee’s expense prior to commencing employment.

Candidates must be legally able to work in Canada. Successful candidates will be required to complete scheduled training prior to start of programs.

The successful candidates must provide, at their own expense, a satisfactory criminal reference check with vulnerable sector screening, from a Canadian Police Information Centre, prior to commencing employment. Applicants who have been employed with the Municipality within the last year and have provided a CPIC within the last 365 days are exempt. Successful candidates will be required to provide a CPIC every two years at their own cost.

Anyone wishing for more information should contact the Community Services Department at 905-404-1525 ext. 2525.

Qualified applicants may submit a detailed resume until 4:00 p.m. on Friday, May 11, 2018 to:

Human Resources Division Please quote file # 46-18

Municipality of Clarington

40 Temperance Street

Bowmanville, Ontario L1C 3A6

Emails may be forwarded to resumes@clarington.net ; applications will not be retrieved from other sources (file sharing sites – One Drive).

Applicant information is collected under the authority of the Municipal Act, 2001(S.O.2001, c.25) to determine employment eligibility with the Municipality of Clarington.  Questions about this collection should be directed to the Director of Corporate Services, 40 Temperance St., Bowmanville, ON, L1C 3A6, (905) 623-3379.

We thank all applicants for their interest, however, only those under consideration will be contacted.