



### Gymnastics - Coordinator

<b>Union:</b>	USW Casual
<p><i>Are you looking for challenging, meaningful work in a supportive and diverse environment? Are you looking for a career at one of Canada's top employers? Work where the world comes to think, discover and learn. Consider a career at the University of Toronto.</i></p> <p><i>The University of Toronto is strongly committed to diversity within its community and especially welcomes applications from racialized persons / persons of colour, women, Indigenous / Aboriginal People of North America, persons with disabilities, LGBTQ persons, and others who may contribute to the further diversification of ideas.</i></p>	
<b>Deadline:</b>	March 27, 2020
<b>Number of Positions:</b>	2 - 4
<b>Rate of Pay:</b>	\$25.00-\$27.00
<b>Position Start Date:</b>	April 5, 2020
<b>Position End Date:</b>	June 27, 2020
<b>Number of Hours per week:</b>	0 – 12/week
<b>Classification:</b>	Term Contract
<b>Summary:</b>	<p>The Gymnastics – Coordinator is responsible for the overall supervision and administration of the recreational programs running on the weekend. Duties include</p> <ul style="list-style-type: none"><li>▪ Assisting with the hiring of recreational coaches, the supervision of the lower gym on assigned weekend day</li><li>▪ Creating groupings within the recreational programs</li><li>▪ Supervision of weekend recreational staff, including monitoring the staff and documenting any staffing problems</li><li>▪ Making sure evaluations are completed by coaches and circulated to each gymnast</li><li>▪ Interacting with parents and participants and trouble shooting</li><li>▪ Setting up a rotation and warm up schedule for the coaches</li><li>▪ Communicating with the recreational staff any information about staff training, expectations and policies and procedures and helping to run at least three staff meetings per season.</li><li>▪ Meeting and greeting parents and participants as they enter the facility for their gymnastics program</li><li>▪ Communication with Facilities Staff as required</li><li>▪ Responsible for building and maintaining positive group dynamics with all Junior Blues staff.</li></ul>

	<ul style="list-style-type: none"> <li>▪ Ensuring that all facility and program rules are met</li> <li>▪ Ensuring that they are in compliance with all KPE policies and procedures</li> </ul> <p>As an employee of the Faculty you will be responsible for knowing and understanding the emergency evacuation procedures and risk management responsibilities relevant to the position and its location within the faculty. You will also be responsible for completing pay sheets fully and accurately according to the payroll schedule.</p>
<b>Minimum Qualifications:</b>	<p><b>Education:</b></p> <p>Minimum of one year of post - secondary education completion is preferred. Preference is given to candidates in senior years or post-graduate with teaching or coaching certificates.</p>
	<p><b>Experience:</b></p> <p><i>Preference given to current University of Toronto students.</i></p> <p>Legally able to work in Canada. Upon hiring all candidates must provide copy of their SIN card and any work visas if appropriate. Must be 16 years of age or older.</p> <ul style="list-style-type: none"> <li>▪ Demonstrated experience in the sport of gymnastics.</li> <li>▪ Demonstrated excellence in teaching and/or leadership.</li> <li>▪ Responsible, energetic, excellent customer service skills, adaptability and strong teamwork skills are required.</li> </ul> <p>Ability to work with people with diverse abilities, ethnicities and sexual orientations is essential.</p>
	<p><b>Other:</b></p> <p><b>Certifications Required:</b></p> <ul style="list-style-type: none"> <li>▪ Standard First Aid certificate issued by Canadian Red Cross, St. John Ambulance or Lifesaving Society not more than 3 years prior to June 14, 2020</li> <li>▪ Basic Rescuer/Level C CPR certificate issued by Canadian Red Cross, St. John Ambulance, Lifesaving Society or Heart &amp; Stroke Foundation not more than 1 year prior to June 14, 2020</li> <li>▪ NCCP Level 1 Artistic Gymnastics, higher levels are an asset</li> <li>▪ NCCP Level 1 Trampoline technical, higher levels are an asset.</li> </ul> <p><b>Please include copies of all certifications with your application</b></p>

	<p><b>Name Based Criminal Records Check:</b> A name based criminal records check is required for all staff working in the Child &amp; Youth programs for the first time. Proof must be submitted <b>A WEEK BEFORE</b> your first shift.</p> <p><i>Please note, it may take up to 3 weeks to complete and obtain a <u>name based criminal records check</u>.</i></p> <p>Further information, including screening criteria, will be available at the interview.</p> <p><b>Mandatory Training</b></p> <ul style="list-style-type: none"> <li>▪ Must show proof of having completed online Health and Safety training</li> <li>▪ AODA training</li> <li>▪ In-house ERT training for all staff</li> <li>▪ Coaches meeting and site specific trainings as communicated by email by Barb Brophey</li> </ul>
<b>Method of Application</b>	<p><b>Resume, cover letter and qualifications to be emailed to:</b></p> <p>Barb Brophey  <a href="mailto:barb.brophey@utoronto.ca">barb.brophey@utoronto.ca</a></p> <p><b>Subject line should include title of position.</b></p> <p><b>Online application MUST also be filled out <u>here</u>.</b></p> <p>*Please note that only successful candidates will be contacted.</p>
<b>Contact Information:</b>	<p><b>Barb Brophey</b>  416-978-7381  55 Harbord St.  Toronto, Ontario  M5S 2W6</p>
<b>Date Posted:</b>	February 24, 2020