

The City of Pickering is committed to creating an equitable, diverse and inclusive workplace and strives to foster a sense of belonging, empowerment and respect among all employees and community members. We recognize and value that diverse perspectives, skills, backgrounds, and lived experiences contribute to the growth and strength of our organization and community. As such, we welcome and encourage applications from Indigenous Peoples and equity-deserving communities including women, persons with disabilities, racialized persons, persons who identify as 2SLGBTQI+, and other diverse communities.

Kindergym Instructor

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| Department: | Community Services |
| Classification: | Term, 2 vacancies |
| Affiliation: | CUPE Local 129 |
| Vacancy Reason: | Existing |
| Shift/Hours: | Various. September – December 31, 2025 |
| Salary Range: | \$31.34/hr (Pay Grade 8) |
| Work Location: | Various City facilities |
| Date Posted: | July 10, 2025 |
| Deadline to Apply: | July 30, 2025 |

Job Summary

The City of Pickering is seeking a dedicated and motivated individual to join our team in the role of Kindergym Instructor.

The successful incumbent is responsible for overseeing the development, implementation and operation of City of Pickering Kindergym programs as advertised in the City brochure, and to ensure the high quality and safe operation of all Kindergym programs

Primary Responsibilities

- Plans, develops, implements and coordinates, in consultation with the Coordinator, the City of Pickering Kindergym programs.
- Performs all necessary administration for the Kindergym programs such as attendance sheets, accident/incident reports, statistics etc.
- Ensures staff adhere to Corporate and Department policies and procedures.
- Initiates requests for cash advances and cheque requisitions for purchasing required supplies for the Kindergym programs.
- Attends regularly scheduled Program Instructor staff meetings as scheduled by the Coordinator, Recreation Programs.

Additional secondary responsibilities may apply and will be outlined in the Job Description, which will be provided to candidates selected for an interview.

Education and Experience

- Successful completion of secondary school education or any acceptable combination of education, training and related work experience.
- Gymnastics Coaching Level 1 qualification.

Knowledge, Skills and Abilities

- Well developed interpersonal, leadership, organizational, customer service and communication (written and oral) skills.
- Proven knowledge, skills and experience in program development and instructing children 6 months to 8 years of age in gymnastics or Kindergym programs. Knowledge and skills in working with children with special needs would be an asset.
- Ability to deal professionally and courteously with employees and members of the public.
- Must be medically and physically fit to perform the duties of the position.
- Must hold current Standard First Aid, and Basic Rescuer CPR-C and Auto External Defibrillator (AED) certificates
- Ability to perform all duties with minimum supervision.

- Demonstrates a commitment and adherence to all aspects of occupational health and safety (legislation, the Corporation's policies and procedures) applicable to the position.
- Must be prepared to undergo a Vulnerable Sector Screening as a condition of employment.

Successful candidates will be required to attend mandatory training on the following dates:
September 8, 9, and 10, 2025 from 5:00pm - 7:00pm.

Qualified candidates may complete an **online application form** where you will be required to upload your resume and cover letter (PDFs only). We thank all applicants for their interest, however, only those selected for an interview will be contacted. In accordance with the *Municipal Freedom of Information and Protection of Privacy Act*, personal information is collected under the authority of the *Municipal Act* and is used for the purpose of candidate selection.

The City of Pickering is committed to inclusive and barrier-free employment practices, and to creating a workplace that reflects and supports the diversity of the community we serve. Accommodations are available throughout the recruitment process in accordance with the *Accessibility for Ontarians with Disabilities Act*. Accessible formats and supports can be requested. For assistance, please contact the Human Resources Department at 905.420.4627 or hr@pickering.ca.

Pickering: A complete, world-class city... inclusive, connected, caring and prosperous.

