

# Woolwich Township Job Posting



**Date:** August 27, 2025  
**Position:** Part Time Recreation Program Instructor  
**Wage Rate/Grade:** \$17.20 - \$18.00

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Discover the charms of the Township of Woolwich, a growing community with a bright, well-managed and well-planned future in the Region of Waterloo. Woolwich is known for its unique heritage, farms and farmers markets, scenic trails, bridges, and landmarks. Our communities provide a rural lifestyle with all the conveniences of urban centres nearby. The quality of life in Woolwich is superior, and as an employee of the Township, you'll play a key role in helping shape the next phase of our future growth and development.

Recreation & Community Services is seeking one (1) part-time Recreation Program Instructor.

## **Purpose of the Position and Profile:**

This position is responsible for assisting in the safe instruction and supervision of children and youth programs.

## **Responsibilities:**

- Plan, organize, and deliver high quality, safe and stimulating activities for recreation programs
- Maintain a safe and clean program space; as well as ensure equipment/ supplies are safe, age appropriate and stored properly
- Completes administrative duties (i.e. Attendance, Accident/ Incident Reports, opening and closing duties, etc.)
- Report all concerns, accidents, and incidents to immediate supervisor for follow up and take appropriate action
- Maintain an understanding of department programs and services
- Provide a high level of customer service to participants and caregivers
- Other duties as assigned

## **Qualifications, Knowledge, Skills, and Work Requirements:**

- Demonstrate leadership, interpersonal, customer service and dynamic facilitation skills
- Team player with strong organizational, communication, presentation, problem solving and conflict resolution skills
- Understand, adhere to, and enforce Corporate Policies & Procedures, Confidentiality Guidelines, Emergency Procedures and Health and Safety Standards for all participants and staff
- Experience working with children aged 2-12 years, preferably in a recreation setting
- Experience creating and delivering recreational programming
- Ability to respect and maintain participant confidentiality

Part-time hours as per departmental needs, hours can range between 2-10 hours per week. Willingness to work shifts, primarily evenings and weekends. Physically able to perform all activities (i.e. standing, walking, etc.).

Interested applicants are invited to submit their resume via email to [hr@woolwich.ca](mailto:hr@woolwich.ca) prior to **4:00 pm on Thursday, September 11, 2025. Please quote job posting 2025-49.**

We thank all applicants for their interest, however, only those selected for an interview will be contacted. Our Township is committed to providing and fostering a safe, healthy, and respectful workplace for all of our employees, free from violence and harassment. The Township of Woolwich is committed to diversity and inclusion and offers an accessible workplace. We are an equal opportunity employer and are committed to meeting the needs of applicants during all phases of the hiring process. This document is available in alternate formats, or with accessible communication supports, upon request.