

Woolwich Township Job Posting

Date: November 21, 2025
Position: Part Time Recreation Program Instructor
Wage Rate/Grade: \$17.20 - \$18.00 per hour



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 two (2) part-time Recreation Program Instructor.

Purpose of 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

Qualification, Knowledge, Skills, and Requirements

- Experience working with children aged 2-12 years, preferably in a recreation setting
- Experience creating and delivering recreational programming
- 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
- Ability to respect and maintain participant confidentiality
- Valid Standard First Aid / CPR level C certification (or willing to obtain as a condition of hiring)
- A current Police Record Check with Vulnerable Sector Check will be required upon hire

Hours of Work and Working Conditions

- 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 prior to **4:00 pm on Friday December 5, 2025. Please quote job posting 2025-58.**

All applicants are thanked for their interest in these positions, however, only those selected for an interview will be contacted. 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.