

Woolwich Township Job Posting

Date: November 21, 2025
Position: Program Instructor – Learn to Skate
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.

Our Recreation & Community Services programs are expanding! We are hiring one (1) temporary part-time Learn to Skate Program Instructor. This temporary, part-time position will be available January-May, 2026.

Purpose of position and profile:

The ideal candidate will have strong skating experience and a passion for teaching foundational skating skills to children. The Learn to Skate Program Instructor will be responsible for planning and delivering instructional ice-skating programs to participants and will be directly involved with implementing and delivering appropriate age activities. This position is perfect for someone who enjoys working with youth and fostering confidence, coordination, and fun on the ice.

Responsibilities:

- Plan, organize, and deliver a high quality, safe, and engaging Learn to Skate program
- Maintain a clean and safe environment, ensuring all equipment and supplies are age appropriate, in good condition, and properly stored
- Perform administrative tasks such as attendance tracking, accident/incident reporting, opening and closing procedures
- Respond promptly and appropriately to incidents, problems, and emergencies
- Report all concerns, accidents, and incidents to immediate supervisor and follow through with required actions
- Maintain thorough knowledge of department programs and services to support participants and caregivers
- Provide exceptional customer service to participants and their families
- Other duties as assigned

Qualifications, Knowledge, Skills and Work Requirements

- Strong knowledge of fundamental skating skills, techniques, and progressions
- Experience working with children ages 2-12 years, preferably in a recreation or instructional setting
- Previous coaching or instructing experience, particularly with children
- Proven ability to design and deliver recreational programming
- Demonstrate leadership, interpersonal, customer service, and dynamic facilitation skills
- Team player with strong organizational, communication, presentation, problem solving and conflict resolution abilities
- Ability to understand, follow, and enforce Corporate Policies & Procedures, Confidentiality Guidelines, Emergency Procedures and Health and Safety Standards
- Ability to maintain, and respect participant confidentiality at all times
- Valid Standard First Aid and CPR level C certification, or willingness to obtain
- Current Police Record Check with Vulnerable Sector Check required upon hire

Hours of Work and Working Conditions:

- Regular hours of work will be up to 24 hours per week based on operational needs. The successful candidate must be willing and able to work a flexible schedule, which may include evenings, weekends, and statutory holidays.

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 2025-56.**

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.