*A progressive city of 187,800 people located just a short 30-minute drive from Toronto, the **City of Oshawa** is one of Canada's fastest growing communities that is exceptionally positioned to live, work, learn and invest. Its strategic pursuit of sustainable growth, excellent community service delivery and cooperative partnerships have enhanced its quality of life advantage, while maintaining a strong commitment to financial stewardship.*

Job Number: J1026-0406
Vacancy: Temporary Part-Time Specialized Program Instructor - Pottery
Job Type: Recreation Part Time
Job Location: General
Job Category: Recreation
Department: Community and Operations Services
Date Posted: October 28, 2026
Closing Date: November 26, 2026
Salary: $34.08 - $35.13
Weekly Hours: Up to 24
Shift Work Required: Yes

Reporting to the Program Coordinator, plan, organize, lead and supervise formal and structured pottery programs for child/youth and adults.

Responsibilities:

- Develop progressive lesson plan specific to the abilities of each group
- Demonstrate, instruct and lead participants through a set of specific advanced theory and techniques which may include using specialized equipment and supplies/resources.
- Supervise and evaluate participants progress throughout the program
- Administer first aid as required
- Complete Public Accident/Incident Reports or Complaint/Enquiry Forms as required
- Enforce City of Oshawa policies and procedures, including but not limited to: admission requirement standards, emergency procedures (eg. fire plan)
- Open and close program space
- Prepare and organize program equipment and supplies
- Perform safety check of equipment prior to being used
- Monitor and keep inventory of program supplies, inform Program Coordinator when supplies need replenishing
- Clean and maintain specialty art equipment, inform Program Coordinator of any issues
- Keep accurate participant attendance records
- Follow up with full-time staff regarding participants with extended absences
- Directly guide volunteers as required

Requirements:

- Experience with hand building techniques such as form, texture, construction, design and glazing
- Experience with wheel throwing techniques

- Experience with kiln operation, maintenance and firing
- Currently enrolled in or completed a post-secondary diploma or degree in visuals arts or art education or related discipline or a combination or related education or experience
- 5 years' experience participating in the related discipline
- 2 years' experience instructing in the related discipline
- Possess and keep current Standard First Aid/CPR 'C' qualifications
- Demonstrate good customer service and communication skills to deal effectively and courteously with staff and the general public; good interpersonal skills with the ability to establish and maintain positive working relationships
- Attend all staff trainings and meetings
- Ability to work shifts, including evenings, weekends, and holidays as required

As a condition of employment, the City of Oshawa will require successful candidates to provide a Criminal Records Check with Vulnerable Sector Search.

Please be advised that position location as noted is at the time of posting and is subject to change, as required due to operational needs.

We would like to thank all applicants however, please note that only those selected to attend an interview will be contacted and all other applicants will be kept on file. Applicants are advised that written, oral and practical testing may form part of the selection process.

Applicants who are currently employed by the City of Oshawa are asked to clearly indicate their status as an internal applicant in their application. Please ensure that you check your email regularly to receive any correspondence.

Apply Online: https://www.oshawa.ca/city-hall/careers/

The City of Oshawa is situated on lands and waters within the Williams Treaties Territory, home to seven First Nation communities of the Michi Saagiig and Chippewa Anishinaabeg, who have cared for and maintained these lands from time immemorial and continue to do so to present day. ***Learn more***

We are an Equal Opportunity Employer in accordance with the Accessibility for Ontarians with Disabilities Act, 2005 and the Ontario Human Rights Code (OHRC). The City of Oshawa promotes the principles of diversity, equity and inclusion and adheres to the tenets of the Canadian Human Rights Act and the Ontario Human Rights Code. The City of Oshawa encourages applications from women, Indigenous Peoples and persons of all cultures, ethnic origins, religions, abilities, ages, sexual orientations, and gender identities and expressions.

The City of Oshawa will provide accommodations throughout the recruitment and selection and/or assessment process to applicants with disabilities and/or needs related to the OHRC. If you require an accommodation during the recruitment process or assistance with the application process please contact Human Resource Services. Personal information provided is collected under the authority of The Municipal Freedom of Information and Protection of Privacy Act.