



*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.*

Vacancy: Temporary Program Instructor - Skate **Posting Number:** V-198-25

Department: Community & Operations Services **Branch:** Recreation Services

Location: General

Posting Start Date: 2025/08/18

Posting End Date: 2025/09/08 by 4:30pm

Employment Group: Exempt **Salary Grade:** 04-\$22.95-\$23.66

Standard Weekly Hours of Work: Up to 24 **Shift Work Required:** Yes

Job Description:

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

Responsibilities

- Develop progressive lesson plans specific to the abilities of each group
- Demonstrate, instruct and lead participants through a set of skating and hockey specific skills
- Error-detection & correction of all participants to enhance their skills and enjoyment of skating and hockey
- Supervise and evaluate participants progress throughout the program
- Prepare and organize program equipment and supplies
- Ensure participants leave the ice surface safely at the end of each class and that the ice surface is safe and all equipment is prepared/put away during each on-ice session
- Perform safety check of equipment prior to being used

- Directly guide volunteers as required
- Open and close program space
- Keep accurate participant attendance records
- Follow up with full-time staff regarding participants with extended absences
- Administer first aid as required
- Complete Public Accident/Incident Reports or Complaint/Enquiry Forms as required and report to Head Instructor or Program Coordinator
- Enforce City of Oshawa policies and procedures, including but not limited to: admission requirement standards, emergency procedures (eg. fire plan)
- Support and demonstrate the City of Oshawa core values of Authenticity, Courage, and Trust
- Perform Other duties as assigned

Requirements:

- Minimum grade 12 education
- Standard First Aid & CPR C Certification
- 5 years' experience participating in skating and/or hockey
- 1 year experience instructing/coaching in learn to skate or hockey programs
- Wear self-issued CSA approved hockey helmet including a full face mask (cage) for hockey skills programs during all on-ice instruction
- Possess and keep current Standard First Aid/CPR 'C' qualifications
- Provide a current (within six months) Criminal Information Request prior to employment start date
- 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.

To be considered for this position, please email your application (cover letter and resume) to Posting198@oshawa.ca, clearly stating the position title in the subject line.

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.

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.