

University Settlement

23 Grange Road, Toronto ON M5T 1C3
Telephone: 416-598-3444 Fax: 416-598-4401
Website: www.universitysettlement.ca
Charitable #: 119279412RR0001



University Settlement
Founded in 1910

Over 100 Years of Service in the Community

DEPARTMENT

JOB TITLE/POSITION: Music and Arts Group Teacher – Day Care Music
DEPARTMENT: Music and Arts School
REPORTS TO: Managing Director, Music & Arts School
POSTING DATE: July 4, 2016

ORGANIZATIONAL OVERVIEW:

University Settlement is a multi-service agency that was founded in 1910 and has the distinction of being the first community-based social service centre in the City of Toronto. University Settlement's four offices are part of culturally rich and vibrant neighborhoods in downtown Toronto and North York. As active members of these diverse communities, University Settlement helps individuals and families to learn and grow by engaging them in social, cultural, recreational and educational opportunities. University Settlement is committed to enhancing the quality of life of the people in the communities we serve through our many programs and services. With a full-time and part-time staff of approximately 150, University Settlement has developed programs to address the needs of more than 10,000 users annually through diverse areas such as settlement services, English language classes, employment counseling, senior services, youth programming, homeless programs, music and arts education, and daycare. In addition, our main site hosts a full recreation centre with pool, gym and nautilus facilities.

JOB FUNCTION: To teach music to preschool-aged children in our day care.

QUALIFICATIONS:

- Post-secondary training in early childhood music or general music training in an accredited music school or college program
- Thorough knowledge and understanding of music and related arts
- At least two (2) years teaching experience with groups of young children is essential
- Good communication skills
- Ability to work successfully with groups of children from different backgrounds
- Good working knowledge of spoken and written English

ASSETS:

- 2nd language
- Non-profit experience
- Experience working/volunteering in a multi-cultural setting
- Working knowledge of Orff and Kodaly techniques for teaching young children



RESPONSIBILITIES:

- To teach music to preschool-aged children in the Agency's Day Care
- Teaches the number of classes scheduled by the Managing Director
- Creates a program of study for each particular group taking into account factors such as age, ability, pace of learning, and personality type
- Gives each group of students a positive learning experience in a structured, disciplined and safe environment, regardless of talent or level of achievement
- Attends staff meetings as scheduled
- Communicates clearly and effectively with students
- Teachers must be punctual and ensure that each class lasts for the allotted time
- Maintains a tidy and organized work area
- Works closely with day care staff to make sure program needs are met
- Ability to develop and maintain cooperation and openness, and work collaboratively with others to achieve University Settlement objectives
- Ability to recognize department and/or community needs/trends and develop appropriate methods to respond
- Ability to adjust to constantly evolving nature of environment and priorities
- Evaluates the effectiveness of the program and suggests improvements
- Other duties as assigned

TERMS OF EMPLOYMENT:

Police Reference Check satisfactory to University Settlement is a requirement of this position. (We offer a Police Reference Check service for \$55+tax).

SALARY/RATE: \$21.75 (2015 rate). After probation is passed, rate increases to include 60 cents in lieu of benefits.

SCHEDULE: Part-time hours – 2.5 hours per week, Wednesdays from 9:00 am - 11:30 am

DETAILS: Unionized position

Please send a detailed resume with cover letter by July 17, 2016 to:

Michelle Simmons

Managing Director, Music & Arts School

University Settlement

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*University Settlement is an equal opportunity employer. We would like to thank everyone for submitting an application; only those chosen for an interview will be contacted.