

# University Settlement

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Charitable #: 119279412RR0001



University Settlement  
Founded in 1910

## *Over 100 Years of Service in the Community*

### EXTERNAL POSTING

### DEPARTMENT

**JOB TITLE/POSITION:** Music and Arts Group/Individual Teacher -Ear Training  
**DEPARTMENT:** Music and Arts School  
**REPORTS TO:** Managing Director, Music & Arts School

**POSTING DATE:** July 31, 2017

### 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 30,000 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 provide a high level of group and individual instruction to Music & Arts School students.

### QUALIFICATIONS:

- A three (3) year Bachelor's level degree in Music
- At least two (2) years teaching experience with groups of young children and adults
- Good communication skills
- Ability to work successfully with groups of children/adults from different backgrounds
- Knowledge of music and related arts
- Good working knowledge of spoken and written English
- Familiarity with Royal Conservatory of Music curriculum and ear training requirements

### ASSETS:

- 2<sup>nd</sup> language
- Non-profit experience
- Experience working/volunteering in a multi-cultural setting



**RESPONSIBILITIES:**

- To teach ear training classes and lessons to children and adults using established methods such as Solfege, Kodaly etc. Solfege is preferred. Familiarity with the Royal Conservatory ear training and sight reading/singing requirements is essential.
- 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, musical ability, pace of learning, personality-type and ultimate goals.
- Gives each group of students a positive learning experience, regardless of talent or level of achievement, in a disciplined, structured and safe environment
- Attends staff meetings as scheduled and carries out concert management/public relations duties at recitals if required.
- Participates occasionally in the following Music School activities: student recitals, faculty recitals and fundraising events.
- Communicates clearly and effectively with students. Where appropriate, liaises with parents over student progress.
- Teachers must be punctual and ensure that each class or lesson lasts for the allotted time
- Keeps a register indicating each student's attendance or absence and ensures that students are registered for classes, referring students to the office if necessary.
- Contacts students who are unexpectedly or repeatedly absent in order to determine the reason.
- Maintains a tidy and organized work area and ensures that the windows and door are closed upon leaving.
- Hands to students any written communications from the music office.
- Works closely with department directors and managers to ensure department and program needs are met.
- Develops and maintains cooperation and openness, and works collaboratively with others to achieve University Settlement objectives.
- Recognizes department and/or community needs/trends and develops appropriate methods to respond.
- Adjusts to the constantly evolving nature of the 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:** \$23.88 per hour for group. \$22.64 per hour for individual. After probation is passed, rate increases to include 60 cents in lieu of benefits.

**SCHEDULE:** 10-15 Part time hours- two days per week. Exact hours to be determined. Starting September 2017.

**DETAILS:** Unionized position

Please send a detailed resume with cover letter by August 7, 2017 to:

Victoria Medeiros, Managing Director  
Music and Arts School, University Settlement  
23 Grange Road, Toronto M5T 1C3  
victoria.medeiros@universitysettlement.ca

\*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