

# University Settlement

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23 Grange Road, Toronto ON M5T 1C3  
Telephone: 416-598-3444 Fax: 416-598-4401  
Website: [www.universitysettlement.ca](http://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- Children's Choir  
**DEPARTMENT:** Music and Arts School  
**REPORTS TO:** Managing Director, Music & Arts School  
**POSTING DATE:** November 22, 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 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 provide a high level of choral instruction to students in the Music & Arts School.

### **QUALIFICATIONS:**

- A three (3) year Bachelor's level degree in Music or equivalent
- At least two (2) years teaching experience children in a group situation
- Experience in choral conducting
- Extensive knowledge of children's choir repertoire
- Good communication skills
- Ability to work successfully with children/adults from different backgrounds
- Knowledge of music and related arts
- Good working knowledge of spoken and written English

### **ASSETS:**

- 2<sup>nd</sup> language (preferably Mandarin or Cantonese)
- Non-profit experience
- Experience working/volunteering in a multi-cultural setting



**RESPONSIBILITIES:**

- To conduct the Children's Choir in a variety of styles of music focusing on vocal technique, diction, group dynamics, concert etiquette and elementary note reading.
- Teaches the number of classes scheduled by the music office
- Creates a program of study taking into account factors such as age, musical ability, pace of learning, personality-type and ultimate goals
- Gives each student a positive learning experience in a structured environment regardless of talent or level of achievement in a disciplined & safe environment
- Attends staff meetings as scheduled and carries out concert management/public relations duties at recitals if required; on these occasions teachers must act as official representatives for the Music School and talk with parents and community members, as well as with certain distinguished donors, guest artists and volunteer adjudicators
- Participates occasionally in the following Music and Arts School activities: student recitals, faculty recitals and fundraising events
- Prepares Children's Choir to participate in student recitals and special events
- Communicates clearly and effectively with students and where appropriate, liaises with parents over practice routines and students' general progress
- Must be punctual and ensure that each choir class lasts for the allotted time
- Keeps a register indicating each student's attendance or absence
- Contacts students who are unexpectedly absent in order to determine the reason
- Teacher is diplomatic and polite at all times with students and parents - information of a personal and confidential nature disclosed by students, parents or the Managing Director must not be discussed with others
- 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 work 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 by the Managing Director

**TERMS OF EMPLOYMENT:**

Police Reference Check, satisfactory to University Settlement is a requirement of this position.

**SALARY/RATE:** \$23.35 per hour (2017 rate). After probation is passed, rate increases to include 60 cents in lieu of benefits.

**SCHEDULE:** Starts January 2018. Part time hours: 1 hour a week, Wed. 5 pm to 6 pm or TBD

**DETAILS:** Unionized position, restricted to individuals living or working within 40 km of the work location.

Please send a detailed resume with cover letter by December 3<sup>rd</sup> to:

Victoria Medeiros, Managing Director  
Music & Arts School  
University Settlement  
23 Grange Road, Toronto M5T 1C3  
[victoria.medeiros@universitysettlement.ca](mailto: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.