

# University Settlement

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23 Grange Road, Toronto ON M5T 1C3  
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Website: [www.universitysettlement.ca](http://www.universitysettlement.ca)  
Charitable #: 119279412RR0001



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

**JOB TITLE/POSITION:** Music and Arts Group Teacher - Early Childhood Music  
**DEPARTMENT:** Music and Arts School  
**REPORTS TO:** Managing Director, Music & Arts School  
**POSTING DATE:** June 26, 2018

**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 high-level group instruction to Music & Arts School students. To introduce babies, toddlers and preschool-aged children (and their caregivers) to music.

### **QUALIFICATIONS:**

- Post-secondary training in music 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
- 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 (preferably Mandarin or Cantonese)
- Non-profit experience
- Experience working/volunteering in a multi-cultural setting
- Working knowledge of Orff, Kodaly or other established methods for teaching and introducing music to very young children



**RESPONSIBILITIES:**

- Introduces and teaches music to babies, toddlers and preschool-aged children and their caregivers
- Teaches the number of classes scheduled by the music office
- 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
- Is punctual and ensures that each 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
- Is diplomatic and polite at all times with students; information of a personal and confidential nature disclosed by participants 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 Managing Director
- Works closely with department directors and managers to ensure department and 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.

**SALARY/RATE:** \$23.88 (2017 rate), plus an additional 60 cents in lieu of benefits after probation is passed

**SCHEDULE:** Position starts September 2018. Part-time hours – 2.5 hours per week, mornings TBD

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

Please send a detailed resume with cover letter by July 10, 2018 to:

Victoria Medeiros, Managing Director  
Music and 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.