

University Settlement

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Charitable #: 119279412RR0001



University Settlement
Founded in 1910

Over 100 Years of Service in the Community

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: 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 choral instruction to Music & Arts School students.

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 voice and choir repertoire
- Good communication skills
- Ability to work successfully with children from diverse backgrounds
- Knowledge of music and related arts
- 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

RESPONSIBILITIES:

- Conducts and teaches 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
- 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), plus an additional 60 cents in lieu of benefits once probation is passed

SCHEDULE: Positions starts September 2018. Part time hours: One hour per week, Wednesday or Thursday 5 pm to 6 pm

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

*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.