

# 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 & Arts Individual Voice Teacher  
**DEPARTMENT:** Music & Arts School  
**REPORTS TO:** Managing Director, Music & Arts School  
**POSTING DATE:** November 18, 2022

### **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 three 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.

### Music & Arts School:

The Music & Arts School at University Settlement has been providing affordable, quality music and arts programs to children, teens, adults and seniors in downtown Toronto for almost 100 years. We function in the belief that arts education should be a right, not a privilege and that lessons should be available to everyone, regardless of their age, ethnicity, perceived talent, disability or ability to pay. The School provides high quality classes and lessons at affordable rates. Our subsidy fund assists low-income families, reducing barriers that would otherwise prevent equal access to extracurricular music and arts education.

**JOB FUNCTION:** To provide high-level vocal instruction to students at the Music & Arts School.

### **QUALIFICATIONS:**

- A three (3) year bachelor's level degree in Music or equivalent
- At least two (2) years teaching experience
- Good communication skills
- Ability to work successfully with children and 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
- Familiarity with the Royal Conservatory of Music curriculum



**RESPONSIBILITIES:**

- Teaches individual voice lessons to children and adults using established methods
- Teaches the number of classes scheduled by the music office
- Creates a program of study for each particular student taking into account factors such as age, musical ability, and 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
- Encourages students 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.
- Is punctual and ensure that each lesson lasts for the allotted time
- Keeps a register indicating each student's attendance or absence
- Contacts students who are unexpectedly absent to determine the reason
- Is always diplomatic and polite 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. All University Settlement employees are required to be fully vaccinated as a condition of hire in accordance with University Settlement's Vaccination in the Workplace policy.

**SALARY/RATE:** \$24.27 per hour (2022 rate) plus an additional \$0.60 in lieu of benefits once passed probation.

**SCHEDULE:** Position starts in January 2023. Part-time hours on Tuesdays from 4:00 to 9:00 pm.

**DETAILS:** Unionized position, restricted to individuals living within 125 km of the work location

Please send a detailed resume with cover letter by November 30, 2022, to:

Victoria Medeiros  
Managing Director, Music & Arts School  
University Settlement  
23 Grange Road, Toronto Ontario 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