



APPLEGROVE COMMUNITY COMPLEX

60 Woodfield Road, Toronto, Ontario M4L 2W6

416-461-8143 www.applegrovecc.ca

JOB POSTING

Seniors Arts Program Instructor – Ukulele (Part-Time)

1 vacancy

PRIMARY RESPONSIBILITY

To plan, facilitate and lead an instructional ukulele program for older adults in a culturally, socially and economically diverse setting so that the program is safe, clean, supportive and enriching.

DUTIES AND RESPONSIBILITIES

- Plans, facilitates and leads an instructional ukulele program for older adults while promoting and fostering a positive and inclusive environment.
- Evaluates participants and completes progress reports where applicable.
- Works collaboratively with other staff to obtain suitable program materials and supplies.
- Sets up and takes down program equipment.
- Prepares and cleans up refreshments as necessary.
- Ensures equipment is maintained in a safe, clean condition, and kept in a good state of repair.
- Develops systems and procedures that will ensure that all participants have equal opportunities to participate.
- Maintains appropriate records (e.g. attendance, incident reports, program evaluations, equipment lending).
- Attends and participates in meetings and training sessions.
- Encourages, facilitates and directs volunteers and student placements.
- Contacts registered participants to notify them of program changes or cancellations as needed.
- Distributes handouts and/or evaluation materials, and assists in follow up communication with participants as required.
- Advises participants on program and class procedures and policies, as appropriate.
- Ensures that safety and injury prevention policies and procedures are adhered to by participants; reports accidents and prepares incident reports as required.
- Complies with Ontario Occupational Health and Safety Act (OHSA) and its regulations for the safe performance of all job duties.

KNOWLEDGE, SKILLS, AND EXPERIENCE

- Knowledge and education methods and techniques in area of specialty (ukulele)
- Knowledge of music principles and theory
- Strong interpersonal and communication skills and the ability to work effectively with older adults in a diverse community

Charitable Number: 10671 8943 RR0001

- 1 year ukulele instruction experience preferred
- Understanding of diversity, equity, inclusion and belonging and commitment to cultivating a respectful and inclusive office environment.
- Ability to prepare routine administrative paperwork; records maintenance skills

Assets:

- Experience working in a community setting.
- Current First-Aid and CPR Certification
- Second language, especially Spanish, Arabic, a Chinese or a South Asian language.

TERMS OF EMPLOYMENT

Hours per Week	4 hours per week
Hours of Work	Wednesdays, 11 am – 3:00 pm
Union Status	Union Position - CUPE Local 2998 – Wage Grade 3
Starting Hourly Rate	\$20.76 - City of Toronto AOCC 2026 Wage Grid for Union Staff (Range \$20.76 - \$24.98)
Benefits	Eligible to enrol in OMERS pension plan from day one
Reports to	Program Director
Location	On site during program hours

OTHER REQUIREMENTS

- Satisfactory Vulnerable Sector Screening will be required (Applegrove to cover cost)

In accordance with the collective agreement, CUPE Local 2998 members will be considered first (please identify this in your cover letter and subject line).

APPLICATION INSTRUCTIONS

Provide your cover letter and resume by email or mail by 5:00 pm on Monday, September 7 to:

Josh Grainger, Program Director
 Applegrove Community Complex
 60 Woodfield Road, Toronto, Ontario, M4L 2W6
 Email: jgrainger@applegrovecc.ca

For email submissions please use the subject line “Seniors Art Program Instructor - Ukulele” and provide your cover letter and resume as one PDF document.

Applegrove is an equal opportunity employer and encourages applications from diverse candidates.

In accordance with Ontario Human Rights Code, Accessibility for Ontarians with Disabilities Act, 2005, and the City of Toronto’s Accommodation Policy, accommodation will be provided in all parts of the hiring process. Applicants are asked to make their needs known in advance.