



The Corporation of the Township of Uxbridge Employment Opportunity

Part-Time Student Recreation Staff – **Program Supervisor**

The Township of Uxbridge is currently seeking enthusiastic and responsible individuals for the position of **Part-Time Student Recreation Staff** within our **Community Services Department**. From **September 2025 to June 2026**, Supervisors facilitate and support a variety of recreational events and programs. This role requires strong communication skills, dedication to safety, and a commitment to deliver quality service to residents of all ages.

Duties and Responsibilities:

- Provide onsite leadership and direction to program instructors and volunteers
- Ensure all programs are run in a safe, inclusive, and engaging manner
- Help with setup, takedown, and cleanliness of program areas
- Maintain attendance and incident records, and communicate issues to supervisors
- Act as the primary point of contact for participants and parents during programs
- Support with facilitation of programs including sports, arts, and general recreation
- Supervise, monitor capacities, and take admissions for various drop-in recreation programs
- Assist with community and cultural event coordination
- Report all incidents, accidents, issues, and concerns to the Supervisors and Management
- Complete paperwork as required

Skills and Qualifications:

- Must be at least 15 years of age and currently enrolled in high school or post-secondary education
- Must be available to work flexible hours, including evenings, weekends, and holidays, at various locations throughout the Township of Uxbridge and surrounding community facilities



- Current certification in Standard First Aid and CPR-C is required and must be maintained throughout employment
- Applicants aged 18 and older must provide a current Criminal Reference Check with Vulnerable Sector Screening prior to their start date
- Previous experience working or volunteering with children aged 4 to 12 is strongly preferred

If you are interested in joining our team, please forward your resume and detailed cover letter to:

Chris Gilmour
Township of Uxbridge
P.O. Box 190
51 Toronto Street South
Uxbridge, On L9P 1T1
email: cgilmour@uxbridge.ca
telephone: (905) 852-3081

We thank all applicants for their interest, however only those being considered for an interview will be contacted.

The Township of Uxbridge is an Equal Opportunity Employer that is dedicated to an inclusive, barrier-free recruitment and selection process. The Township is committed to diversity, equity, and inclusion within its community and organization, and welcomes and encourages applications from Indigenous Peoples, people of colour, women, persons who live with disabilities, people from 2SLGBTQI+ communities, and people from diverse communities. When requested, the Township of Uxbridge will accommodate applicants throughout the recruitment and selection and/or assessment process, pursuant to the Ontario *Human Rights Code*. These commitments also apply to our Board and Committee recruitment and selection processes.

Personal information is collected in accordance with the *Municipal Freedom of Information and Protection of Privacy Act*.

If you require accommodation at any time throughout the employment activities process, please contact us at: 905-852-9181 ext. 209, accessibility@town.uxbridge.on.ca or by visiting www.uxbridge.ca and we will make every effort to provide appropriate assistance pursuant to the Township of Uxbridge Employment Activities Accommodation policy.