

# Job Opportunity



## Why the Y?

The YMCA of Southwestern Ontario is committed to the development of healthy communities. Our locations, programs and services are designed to help our members and participants grow in spirit, mind and body and are open to people of all backgrounds, beliefs, and abilities.

## At the YMCA

you will feel connected to community, when your work positively influences the lives of others in so many ways.

- you will meet new people, while working at one of the most respected human services organizations in the world
- you will expand your knowledge base, where you can flourish in values-based environment.
- you will have career development opportunities where you build a better future for yourself and others.
- you will experience a rewarding job by helping support the building of healthy communities.

The YMCA of Southwestern Ontario is a multi service, non-profit values-based charity that serves Windsor-Essex, Sarnia-Lambton, Chatham-Kent, London, Middlesex-Elgin, Huron-Perth, and Oxford counties. Our services include: Childcare Services, school age programs, camp programs, health and fitness branches, community programs and newcomer services across the region. Our commitment includes a special focus on the region's children and youth. From the kids in our camps and those participating in soccer and swimming lessons, to youth who are new to our communities from around the world, the Y is committed to helping our next generation to grow and thrive, as healthy individuals and passionate future leaders.

Y not join the thousands of members, employees and volunteers and share our vision of a healthy community?

**As we continue to grow, we have a need for the following position:**

**Position/Term: Language Skills Program Instructor**

**Location:** YMCA Learning Center  
500 Victoria Ave, Windsor

**Start Date:** Sept 06, 2022

## Qualifications & Experience:

- Must have a university degree
- A Canadian teaching certificate of authorization issued by a provincial institution, or a provincial ministry is an asset.
- Must be TESL Ontario Certified
- Must have CLB Bootcamp - <https://www.language.ca/workshopstraining/clb-bootcamp/>
- Must be proficient in using Microsoft Office
- Must be proficient in using online conferencing platforms: TEAMS and/or Big Blue Button

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- Knowledge of PBLA is an asset.
- Knowledge of Avenue is an asset.
- Standard First Aid and CPR Certification preferred
- Strong interpersonal and organizational skills
- Excellent presentation skills
- Self-motivated and able to work well independently and in a team environment
- Ability to be very diplomatic when dealing with clients and parents
- Good computer skills utilizing Microsoft Office applications, internet, Learning Management Systems; knowledge of Avenue.ca is preferred.
- Current and acceptable Criminal Record Check with Vulnerable Sector Screening is a condition of employment for all staff and volunteers.
- It is a YMCA of Southwestern Ontario requirement that all employees and volunteers be fully vaccinated against COVID-19. Exemptions will be granted upon receipt of acceptable proof of a permissible Human Rights Code ground.

## Compensation/Benefits:

- A YMCA personal membership at our health and fitness branches
- A discount on our Childcare and Camp programs
- Vacation entitlement in accordance with the employment standards regulations
- May be entitled to up to 12 paid personal days – applicable with position and contract length.
- Benefits package - applicable with position and contract length

## Schedule:

- **Monday – Friday**                      **9:00 – 11:30**

## Responsibilities:

- Follow YMCA of Southwestern Ontario policy and procedures.
- Act as a YMCA ambassador, demonstrating YMCA core values in your daily work.
- Provide language instruction for up to 20 newcomers either in-person, online, or in a blended format following curriculum outline (LINC classes have continuous intake).
- Ensure that the materials used are appropriate for the level of the students.
- Focus on language learning by providing skills that will orientate the student to everyday living in Canada, and in Windsor/London, particularly, using the four language skills of listening, speaking, reading and writing.
- Prepare lesson plans that reflect a progression in language learning as well as a review procedure following PBLA guidelines as units of study in line with the Canadian Language Benchmarks.
- Create supplementary online learning activities to enhance student's English learning.
- Must provide blended learning within the classroom environment
- Plan and organize in and out-of-class activities for students to enhance their language capacity and help to orientate them to the life of the community.

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- Maintain students' attendance records.
- Submit a monthly report indicating the content and activities of the class.
- Observe students' performance and record relevant data to assess progress.
- Keep informed about issues and regulations, which affect the lives of the students.
- Participate in Professional Development opportunities as they arise such as the annual TESL Conference.
- Prepare written reports; participate in staff meetings and training sessions.

## To Apply:

1. In your cover letter, specifically state the position you are applying for and location. Please include specific information detailing how you meet the qualifications we require for this position.
2. Submit your cover letter, resume, and applicable attachments to Magdalene Shin [magdalene.shin@sw.ymca.ca](mailto:magdalene.shin@sw.ymca.ca) no later than Aug 12 , 2022.

We thank all applicants for their interest; however only those selected for an interview will be contacted.

**The YMCA of Southwestern Ontario is committed to providing a barrier-free environment for all stakeholders including our members/participants, employees, job applicants, suppliers, and any visitors who may enter our premises, access our information, or use our services. As an organization, we respect and uphold the requirements set forth under the Accessibility for Ontarians with Disabilities Act (2005), and its associated standards and regulations.**

Want to know more about us, visit us at: <https://www.ymcaswo.ca/> <https://www.facebook.com/YMCAofSWO/>