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Canada Summer Jobs, Recreation Instructor Job Description

November 5, 2025

The Redwood assists women and children to live and thrive free from abuse, homelessness, and poverty. Core services include a 39-bed emergency shelter, 24/7 access to counsellors through text, live chat and telephone crisis lines, employment initiatives to help survivors become economically self-sufficient, and anti-violence intervention and prevention counselling that Redwood caseworkers bring directly to survivors living in neighbourhoods all over the GTA.

As an organization, we demonstrate our commitment to our mission by working from a client-centered, feminist, anti-racist and anti-oppression framework. We are committed to social change through learning, collaboration, and advocacy.

Job Summary

The Recreation Instructor will be working under the direct supervision of the Bike Club Facilitator alongside the Director of Programs and Client Services. The role will support in the delivery of The Redwood's Bike Club program for children and youth living in the emergency shelter.

Main Responsibilities

- Maintain the health and safety of the riders.
- Communicating, setting an example, and working closely with program participants to educate, support and bring forth the program to its full capacity.
- Teaching participants about bike safety and providing riding lessons when needed, and assisting to meet with each family to assess the needs for bikes, helmets, locks, and bells.
- Helping to assess individual family needs for participation in Bike Club.
- Helping to adapt the program for accessibility and participation.
- Working with volunteers to support bike club and all other related activities.
- Participating in the Crisis Prevention and Intervention training as a part of onboarding.
- Attend Redwood events and outings.
- Comfortable working with children over two years old.
- Develop and support the delivery of bike club activities for children and their mothers.
- Assisting in coordination of Bike Club Kick-Off and Graduation.
- If needed, accompany the Child and Youth services team to assist with Summer Fun outings.
- Providing support as needed to other Redwood staff members and participants when necessary and appropriate.

General

- Adhere to all policies, procedures, guidelines, routines, and requirements of The Redwood.
- Abide by The Redwood's Code of Conduct/HR Policies.

- Punctually attend meetings and supervision. Fully participates in team discussions, information sharing and ideas.
- Contribute to the building of a cohesive and motivated team that works in an environment that is flexible, adaptable, and open to continuous learning, unlearning and change.
- Maintain confidentiality of all The Redwood organizational information.
- Demonstrate excellent judgement and an ability to work independently.
- May be assigned other responsibilities, within reason, as determined by the manager.

Working Conditions

- Work in a shared office environment, and particularly, outside in a school or cycling track field/path.
- Occasional weekends and evenings may be needed.
- Interact with residents, family members, staff, visitors, and government agencies regularly.

Schedule: Monday to Friday, 9am to 5pm

Reports To: Bike Club Coordinator

The Successful Candidate Will Possess the Following Qualifications

- Fulfill the requirements of the Canada Summer Job qualifications.
- Complete a valid background check. A valid Vulnerable Sector Check is an asset but not required.
- Standard First Aid/ CPR certification an asset.
- Proof of full Covid-19 Vaccination or proof of medical exemption.
- Ability to safely ride a bike (bicycle and helmet provided if needed).
- Ability to work from an Anti-Oppression Anti-Racism framework.
- Ability to lift up to 20 lbs.
- Excellent interpersonal and communication skills are an asset.

The Redwood is committed to the development of a staff and management team that reflects the diversity of the communities we serve. Applications from Indigenous Women, Women of Color, 2SLGBTQ+ and Women with disabilities are strongly encouraged.

The Redwood provides accommodations during all parts of the hiring process upon request to applicants with disabilities. If contacted, please advise of any accommodations required.

Please note that as a congregate living setting, The Redwood requires all its workers to be fully vaccinated against Covid-19. Proof of full vaccination status or proof of medical exemption will be required to be considered for the position.