

Founded in 1974 in Montreal's West Island, West Island College brings together two schools under one roof, where students coexist in perfect harmony: a French school offering a fully French academic program and an English school offering a French immersion program. Both provide enriched curricula and mother-tongue language courses, creating an optimal bilingual learning experience. For over 50 years, we have been redefining education through innovation and technology, fostering personal excellence, a passion for learning, and core values that prepare students to thrive in an ever-evolving world.

At WIC, our teachers and professionals are more than instructors — they are mentors and coaches who cultivate meaningful connections through extracurricular activities, classroom teaching, and our House system. By nurturing curiosity, resilience, and self-awareness, our educators equip students with the academic and life skills necessary for future success.

We are currently seeking qualified and caring teaching staff for the following position for the 2026–2027 school year:

### **Seasonal Recreational Activities Technician**

(Mon-Fri on school days only)

#### **Position Overview**

The Seasonal Recreation Technician contributes to a vibrant, organized, and engaging student experience at WIC. Working closely with the Director of Student Experience, coaches, staff, and student leaders, the Recreation Technician supports the effective operation of Athletics while advancing student leadership, school spirit, and meaningful opportunities for student involvement.

The role sits at the intersection of Athletics, Recreation, and Student Engagement, helping to create a connected and positive Voyageur experience both inside and outside the classroom.

#### **Key Responsibilities**

##### **A. Student Leadership in Sports & Recreational Programming**

The Recreation Technician contributes to the continued growth of student leadership within athletics by:

- Leading or co-leading four (4) extracurricular or athletic activities (approximately 40 hrs/year, per activity)
- Participating in educational outings, community projects, and at least two (2) annual outdoor trips
- Coordinating with EPCs and staff advisors to recruit, organize, and support student volunteers.
- Expanding student athletic leadership opportunities beyond traditional scorekeeping and photography roles.

- Supporting House League and recreational programming that promotes participation, belonging, and school spirit.
- Encouraging innovative ways for students to contribute to Athletics and student life.
- Helping students develop leadership, responsibility, teamwork, and organizational skills.

## **B. Athletics Communications & School Spirit**

The Recreation Technician helps elevate the visibility of student involvement by:

- Maintaining timely athletics updates for Homeroom announcements.
- Promoting games, tournaments, events, and participation opportunities.
- Supporting the recognition and celebration of student-athletes, teams, and student leaders.
- Contributing to initiatives that strengthen school spirit throughout the year.

## **C. Athletics Operations & Inventory Management**

The Recreation Technician oversees the organization and stewardship of Athletics-related resources by:

- Developing and maintaining a centralized digital inventory system for athletics equipment, practice t-shirts, jerseys, uniforms, and related materials.
- Conducting monthly inventory reviews and seasonal audits to ensure spaces remain organized, safe, and well-stocked.
- Coordinating the distribution, collection, and replacement of athletics equipment and apparel.
- Ensuring coaches have appropriately stocked First Aid kits for all practices, home and away competitions, and off-campus activities.
- Supporting the logistical needs associated with games, tournaments, and special events.

## **D. Professional Expectations**

The Recreation Technician is expected to:

- Demonstrate initiative, organization, and professionalism.
- Build positive relationships with students, staff, coaches, and families.
- Exercise sound judgment and discretion.
- Contribute positively to the school's culture.
- Identify opportunities to improve systems, processes, and the overall student experience.

**Desired Profile:**

We are seeking a professional who:

- Holds a Diploma of College Studies (DEC) in Recreation Leadership Techniques or a diploma or certificate of studies recognized as equivalent by the appropriate authority.
- Views extracurricular involvement as a natural extension of the educational role
- Demonstrates leadership and professional integrity
- Is proficient with digital tools and rigorous assessment practices
- Communicates clearly in French (with functional proficiency in English)
- Works collaboratively with openness and professionalism
- Is committed to learning, innovating, and contributing to a culture of continuous improvement

**Employee benefits:**

- According to the Public sector salary scale (Scale 4214: \$27.33 - \$35.35/hr)
- Competitive group insurance plan (life, medical, dental)
- Participation in RREGOP (the public sector pension plan)
- Access to an Employee Assistance Program (EAP) and Télémédecine
- Tuition reduction for employee children attending WIC
- Meal plan (full lunch) at the College's cafeteria
- Partial subsidization of physical activity costs.
- Optional participation in the College's Group RSP plan.
- Management encourages and supports professional development.

Candidates interested in pursuing a career at WIC can e-mail their CV and cover letter to Lise Lafontaine at [rh@wicmtl.ca](mailto:rh@wicmtl.ca).

Please note that the West Island College is subject to obligations under the Act respecting the laicity of the State. In particular, the Act provides that members of school staff are prohibited from wearing religious symbols while carrying out their duties. Individuals applying for employment with West Island College agree to respect and comply with the obligations set out in the Act.

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