

Job Posting – Sports Instructor 1

Applications are now being accepted for the Sports Instructor 1 position. Reporting to Community Facilities Coordinator, Recreation Leader, or Community Association Coordinator, the Sports Instructor 1 is responsible for the leadership and planning of sport programs within a community services setting.

Job Location

Successful candidates may be employed by the following organizations: West Richmond, Sea Island, Thompson, South Arm, Cambie, City Centre, Hamilton Community Associations; Steveston Community Society. (Note: Not all organizations may be hiring for this position).

Duties and Responsibilities

Programming

- Plan, implement and evaluate developmentally appropriate sport activities with supporting weekly lesson plans that are creative, flexible and adaptable.
- Provide a safe, positive, and well-managed learning environment.
- Teach developmentally appropriate sport specific skills.
- Instruct physical literacy skills based on age and skill level of participants.
- Responsible for the leadership of volunteers.

Customer Service/Communication

- Greet parents at the beginning and end of each class and discuss program information.
- Communicate with other staff and volunteers.
- Be a positive role model for participants.

Safety and Risk Management

- Follow Community Centre and off-site protocol for emergency situations.
- Ensure the safety of all individuals participating.
- Ensure the physical and emotional environment is safe for children.
- Report and document suspected child abuse, endangerment and neglect to supervisor.
- Ensure attendance procedures are followed.
- Clean and maintain room and equipment; assess tennis equipment on a regular basis and report damaged items to supervisor.
- Ensure appropriate set up, take down and maintenance of program room and space.

Administration

- Fill out accident and/or incident report forms.
- Petty cash management.
- Provide evaluation and feedback to supervisor regarding program content.
- Obtain off-site rental information and/or contract; liaise with off-site point of contact.
- Other related duties as assigned and may vary according to facility.

Required Qualifications

- Completion of Grade 9 and 50 hours of experience working or volunteering with children, or an equivalent combination of training and experience.
- BCRPA High Five - Principles of Healthy Child Development Certification
- Emergency Child Care First Aid or Standard First Aid and CPR Level B (or higher).
- Police Information Check.

Desired Qualifications

- Coaching and leadership experience.
- NCCP level 1.
- City of Richmond Physical Literacy training.
- Training and/or experience with individuals that require extra support.
- Second language.
- AED training.

Compensation and Benefits

- \$16.75-\$18.53/hour.

How to Apply

This is an ongoing job posting. To apply for this position, please email associationcareers@richmond.ca (Adobe PDF or MS Word format only)

This position is restricted to those legally entitled to work in Canada.

Duties may be carried out in a City owned facility, however the City is not the Employer for this position.



SEA ISLAND
COMMUNITY ASSOCIATION