



**SOUTH ARM COMMUNITY CENTRE
FINE ARTS INSTRUCTOR – CHINESE CALLIGRAPHY**



Job Summary

Reporting to Seniors Coordinator, Recreation Leader, and/or Community Facilities Coordinator. The instructor is responsible for the leadership and planning of Chinese Calligraphy programs within a community services setting. Program will be conducted in Mandarin and Cantonese.

Duties and Responsibilities

Programming

Plan, implement and evaluate developmentally appropriate activities supporting participation and engagement of seniors. Provide a safe, positive and well-managed environment.
Ability to engage with predominantly Mandarin and Cantonese speaking participants.

Supervision

Responsible for the supervision and leadership of volunteers.

Customer Service/Communication

Greet participants 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 the participants.
Report and document suspected abuse, conflict, endangerment and neglect to supervisor.
Ensure attendance procedures are followed.
Clean and maintain room and 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.
Other related duties as assigned and may vary according to facility.

Required Qualifications

Experience working with adults and/or seniors.	Standard First Aid and CPR-C and AED training
Teaching experience in Chinese Calligraphy	Police Information Check
Ability to speak Mandarin and Cantonese.	
Grade 12 plus completion of a diploma in recreation or related studies and / or two years' experience in program development, applied leadership, supervision, programming and building and managing recreation program budgets or an equivalent combination of education, training and experience.	

Desired Qualifications

Coaching and leadership experience.
Training and/or experience with individuals that require extra support.
BCRPA High Five – Principles of Healthy Aging

Hours of Work and Remuneration:

Please note the above is subject to flexibility based on operational needs.
Ranging from \$23.35-33.50/hour (wages as of September 1, 2024) + 4% in lieu of vacation

Interested candidates may apply for this position by sending a cover letter and resume to:

Francis Rodricks - South Arm Community Centre
8880 Williams Rd.
Richmond, B.C. V7A 1G6
Email: FRodricks@richmond.ca

Deadline for receiving applications is Thursday, September 17, 2026.

The South Arm Community Association thanks all applicants in advance for their interest.
Only those candidates under further consideration will be contacted