



EMPLOYMENT OPPORTUNITY – PICKLEBALL INSTRUCTOR 55+

South Arm Community Association is now accepting applications for a Pickleball Instructor – 55+. Reporting to the Seniors Coordinator, the instructor is responsible for the leadership and planning of Pickleball programs within a community services setting.

Duties and Responsibilities

Programming

- Plan, implement and evaluate developmentally appropriate activities with supporting weekly lesson plans that are creative, flexible and adaptable.
- Provide a safe, positive, and well-managed learning environment.
- Responsible for the leadership of volunteers.

Customer Service/Communication

- Greet participants 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 emergencies.
- Ensure the safety of all individuals participating.
- Ensure the physical and emotional environment is safe for participants.
- Report and document suspected abuse, endangerment and neglect to supervisor.
- Follow attendance procedures.
- Clean/ maintain room and equipment; assess equipment regularly 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 12- and 2-years' experience coaching or instructional experience, OR
- Completion of 1st year university or college and 1-year coaching or instructional experience
- Program planning for 55+ years old
- Ability to break down sport specific skills and fundamentals for variety of abilities
- Experience working with older adults and participants with varying levels of mobility
- Current Standard or Emergency First Aid and CPR C
- A successful Police Information Check

Desired Qualifications

- Coursework in Therapeutic Recreation or Gerontology
- NCCP level 1 Certification
- HIGH FIVE® Training
- Second language
- AED Training

Compensation and Benefits

- \$19.29-\$29.44 per hour, depending on experience.

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 Friday, November 7, 2025

The South Arm Community Association thanks all applicants in advance for their interest.

Only those candidates under further consideration will be contacted.