Steveston Community Society

Serving the Community of Steveston Since 1946

EMPLOYMENT OPPORTUNITY

Sports Instructor I

Steveston Community Society is accepting applications for a part-time Sports Instructor I position.
Reporting to Community Facilities Coordinator, Recreation Leader, or Community Association Coordinator, the Sports In structor 1 is responsible for the leadership and planning of sport programs within a community services setting.

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 appropriate set up, take down and maintenance of program room and space.

Administration

- Fill out accident and/or incident report forms.
- Provide evaluation and feedback to supervisor regarding program content.
- 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.

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Hours of work and Remuneration:

- 1-2 shifts per week. Hours/shift times are dependent on availability provided and operational need.
- Wage: $18.25/hour

Interested candidates may apply for this position by sending a cover letter and resume to:
Pria Sidhu – Youth Development Coordinator – Psidhu@richmond.ca

Application Deadline: Thurs Nov 19, 2026 at 5:00pm
The Steveston Community Society thanks all applicants in advance for their interest.
Only those candidates under further consideration will be contacted. No phone calls please.

This position is restricted to those legally entitled to work in Canada. Duties may be carried out in City-owned facility; however, the City is not the employer of this position.