THOMPSON COMMUNITY ASSOCIATION

5151 Granville Avenue, Richmond, British Columbia V7C 1E6 • Telephone 604-238-8422

EMPLOYMENT OPPORTUNITY
SPORTS INSTRUCTOR 2

Applications are now open for the Sports Instructor 2 position, leading volleyball classes on Fridays from 4:00 pm to 6:00 pm and/or badminton classes on Wednesdays from 3:30 pm to 6:45 pm during the winter season, starting in January 2027.
The successful candidate will be responsible for setting up program spaces and equipment at the community centre to support daily facility operations. Reporting to the Community Facilities Coordinator, Recreation Leader, or Community Association Coordinator, the Sports Instructor 2 will oversee the leadership and planning of sports programs in a community services setting.

DUTIES/RESPONSIBILITIES:

Programming

- Plan, implement and evaluate developmentally appropriate sport activities with supporting weekly lesson plans that are creative, flexible, and adaptable.
- Supervise, instruct and build relationships with children in a variety of sport related activities.
- 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.

Supervision

- Responsible for direct supervision, leadership, and support of the Sports Instructor 1 and 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:

- Grade 11 plus 200+ hours of experience working with children or an equivalent combination of education 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 – Fundamental Movement Skills.
- City of Richmond Physical Literacy training.
- Training and/or experience with individuals that require extra support.
- Second language.
- AED training.

COMPENSATION AND BENEFITS

- $20.57-$23.15/hour

Interested candidates may apply for this position by submitting a resume and cover letter to:
Natalia Orekhova, Recreation Leader - **Natalia.Orekhova@richmond.ca**
Thompson Community Centre, 5151 Granville Avenue, Richmond, B.C. V7C 1E6

Application Deadline: November 29, 2026
Posting will remain open following this deadline for future consideration.
The Thompson Community Association thanks all applicants in advance for their interest.
Only those candidates under further consideration will be contacted.

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

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

Thompson Community Association is an inclusive employer committed to employment equity objectives and invites applications from all qualified individuals. Should you be contacted and require some form of accommodation during the interview process, please let us know and we will endeavour to meet your needs to the best of our ability.