



VARIETY INSTRUCTOR

Job Summary

Reporting to Community Facilities Coordinator, Recreation Leader, or Community Association Coordinator. The Variety Instructor is responsible for the leadership and planning of arts and science 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.

Supervision

Responsible for the supervision and 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

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.
Training and/or experience with individuals that require extra support.
Second language.
AED training.

Please email your resume and cover letter to ehaldeman@richmond.ca