



# EMPLOYMENT OPPORTUNITY

## SPORTS INSTRUCTOR 1 – TABLE TENNIS



### **JOB SUMMARY**

Reporting to Community Facilities Coordinator, Recreation Leader, or Community Association Coordinator. The Sports Instructor 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 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.

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 9 and 50 hours of experience working or volunteering with children, or an equivalent combination of training and experience.

Emergency Child Care First Aid or Standard First Aid and CPR Level B (or higher).

Criminal Record 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.

Second language.

AED training.

### **WORK HOURS and RENUMERATION:**

Hours depend on availability and program requirements. Begin work in the Fall Season (September).

Must be available for various afternoon and/or evening hours during the week and/or weekends.

\$13.81 - \$14.65 per hour depending on experience/availability/performance/certification

### **Please Submit Resume and Cover Letter to:**

**Stephen Thom**

**Racquets Coordinator**

**Steveston Community Centre**

**4111 Moncton Street**

**Richmond, BC V7E 3A8**

**Fax: 604-718-8096**

**Ph: 604-238-8089**

**Email: sthom@richmond.ca**

**Application Deadline: August 14, 2016**

Please note that only those candidates considered for interviews will be contacted. Thank you to all applicants for their interest.