



## Steveston Community Society

*Serving the Community of Steveston Since 1946*

### Employment Opportunity

#### Steveston Community Society Gymnastics Instructor

Steveston Community Centre is now accepting applications for the **Gymnastics Instructor** position. The successful candidate will be responsible for the leadership and planning of gymnastics programs within a community services setting.

#### Duties and Responsibilities:

- Plan, implement and evaluate developmentally appropriate gymnastic activities with supporting weekly lesson plans that are creative, flexible and adaptable. Instruction will support basic fundamentals of physical literacy skill building. Provide a safe, positive and well-managed learning environment.

#### Supervision

- Responsible for the supervision and leadership of assistant instructors or 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 protocol for emergency situations.
- Ensure the safety of all individuals participating.
- Ensure the physical and emotional environment is safe for participants.
- Report and document suspected child abuse, endangerment and neglect to supervisor.
- Ensure attendance procedures are followed.
- Clean and maintain room and equipment; assess 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

- Provide evaluation and feedback to supervisor regarding program content.
- Fill out accident and/or incident report forms and submit accordingly.
- Other related duties as assigned and may vary according to facility.

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**Required Qualifications:**

- Grade 12 plus minimum 1 year teaching/volunteering experience in a gymnastic setting.
- Gymnastics Coaching Certification – NCCP Level 1.
- Emergency Child Care First Aid or Standard First Aid and CPR Level B (or higher).
- Criminal Record Check.

**Desired Qualifications:**

- Post-secondary degree or diploma in related field.
- Physical literacy training.
- Training and/or experience with individuals that require extra support.
- AED training.
- Second language

**Hours of Work and Remuneration:**

- Monday – Friday – 9:00am – 4:00pm
- July 15 – August 16 2024 with the possibility of additional hours in the future
- \$19.00-\$29.00/hour.

***Application Deadline: Monday, May 20 at 5:00 pm***

**Please submit resume to:**  
Steveston Community Centre  
4111 Moncton Street  
Richmond, B.C. V7E 3A8  
Email: [stevestoncc@richmond.ca](mailto:stevestoncc@richmond.ca)

**Only successful applicants will be contacted.**