



# SOUTH ARM COMMUNITY ASSOCIATION

8880 Williams Road, Richmond, British Columbia V7A 1G6 • Telephone 604-238-8060 • Fax 604-238-8065

## EMPLOYMENT OPPORTUNITY - CHILD DEVELOPMENT INSTRUCTOR

Applications are now being accepted for a Child Development Instructor position with South Arm Community Association's Licensed Out-of-School Care Programs. Reporting to the Child Development Coordinator, this position assists program supervisors in leading the program on a day to day basis and interacting and building relationships with children.

### DUTIES AND RESPONSIBILITIES:

- Plan, implement, and evaluate developmentally appropriate children's programs that address the needs of the child – socially, physically, intellectually, creatively, and emotionally.
- Participate in the planning, implementation and evaluation of group activities for school age children; ensure program is creative, flexible, and adaptable.
- Supervise, instruct, interact, and build relationships with school age children on a daily basis; be clear and concise when talking and giving directions to children, staff and volunteers.
- Greet parents at the beginning and end of the day and discuss information in newsletters and other written notices with families.
- Communicate with other program instructors and attend regular staff meetings and training sessions.
- Follow licensing and centre protocols for emergency situations and out-trip procedures.
- Clean and maintain room and all equipment; assess toys and furnishings on a regular basis.
- Provide supervision to children in both indoor and outdoor activities.
- Record relevant information pertaining to children and families in program communication book and relay information concerning children to supervisor. Documentation and report child abuse to supervisors and Ministry.
- Other related duties as assigned and may vary according to facility.

### REQUIRED QUALIFICATIONS:

- Completed a course, or a combination of courses, or work experiences of at least 20 hours in child development, guidance, health and safety, nutrition or other childcare related topics.
- Immunization Record and Physician Note.
- 19+ years of age.
- Standard or Emergency First Aid and CPR Level C (or higher).
- Successful candidates will be required to pass a criminal record check.
- Upon hiring, attain BCRPA High Five - Principles of Healthy Child Development Certification.

### DESIRED QUALIFICATIONS:

- Previous experience working with children, or an equivalent combination of education and experience.
- Class 4 Driver's license or willingness to obtain.
- Courses related to child development and/or challenging behaviours.

### HOURS OF WORK AND REMUNERATION:

- 20-24 hrs/week
- Shifts from 7:00am – 9:00am and 2:00pm – 6:00pm Monday – Friday (**this is a SPLIT shift and must be able to work both shifts**).
- Variable hours during Pro D Days, Winter and Spring Break, Summer camps.
- \$19.56 - \$22.01 per hour.

**Please send Resume, Cover Letter and References by email or drop off in person to:**

Alex Ngai – Child Development Coordinator – [angai@richmond.ca](mailto:angai@richmond.ca)  
South Arm Community Centre – 8880 Williams Rd, Richmond BC, V7A 1G6

The deadline for receiving applications is **ongoing until filled**.

The South Arm Community Association thanks all applicants in advance for their interest.  
Only those candidates under further consideration will be contacted.