



## West Richmond Community Association

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9180 No. 1 Road, Richmond, B.C. V7E 6L5

Telephone 604-238-8400

westrich@richmond.ca

### Employment Opportunity - Dance Instructor

Applications are now being accepted for a Ballet Instructor position with West Richmond Community Association. Reporting to Community Facilities Coordinator, Recreation Leader, or Community Association Coordinator, the Dance Instructor is responsible for leadership and planning of dance programs within a community services setting.

#### Duties and Responsibilities

##### Programming

- Plan, implement and evaluate developmentally appropriate dance activities with supporting 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.
- 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.
- Petty cash management.
- Fill out accident and/or incident report forms and submit accordingly.
- 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

- Post-secondary degree or diploma in performing arts and/or an equivalent combination of education and a minimum of 2 years teaching/volunteer experience in a performing arts setting.
- Ability to develop a curriculum.
- 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

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

**Hours and Remuneration**

- Hours depend on availability and program requirements.
- Starting at \$27.82 per hour

This is an ongoing posting and will remain open until the position is filled.

**Please send resume and cover letter to:**

Melissa Martin, Community Facilities Coordinator – westrich@richmond.ca  
West Richmond Community Centre – 9180 No. 1 Road, Richmond, BC, V7E 6L5

West Richmond Community Association thanks all applicants for their interest. **This is an ongoing posting and will remain open until positions are filled.** Only candidates selected for further consideration will be contacted.

Duties may be performed in City-owned facilities; however, the City is not the employer for this position.

West Richmond 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.