



## **EMPLOYMENT OPPORTUNITY - FINE ARTS INSTRUCTOR – SPECIALIZED (CHINESE BRUSH PAINTING)**

South Arm Community Association is now accepting applications for the Fine Arts Instructor – Chinese Brush Painting. Reporting to the Seniors Coordinator, the instructor is responsible for the leadership and planning of specialized art 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.
- Responsible for the leadership of volunteers.

#### **Customer Service/Communication**

- Greet participants 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 emergencies.
- Ensure the safety of all individuals participating.
- Ensure the physical and emotional environment is safe for participants.
- Report and document suspected abuse, endangerment and neglect to supervisor.
- Follow attendance procedures.
- Clean/ maintain room and equipment; assess equipment regularly 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**

- Post-secondary degree or diploma in Fine Arts and/or an equivalent combination of education and a minimum of 2 years teaching/volunteer experience in a Fine Arts setting.
- 1 year experience teaching/ volunteering in Chinese Brush Painting.
- Emergency 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.
- Experience working with older adults.
- AED training.
- Second language

#### **Compensation & Benefits**

- \$23.35-\$33.50 per hour, depending on experience.

Interested candidates may apply for this position by sending a **cover letter and resume** to:

Francis Rodricks - South Arm Community Centre

8880 Williams Rd.

Richmond, B.C. V7A 1G6

Email: [Frodricks@richmond.ca](mailto:Frodricks@richmond.ca)

**Deadline for receiving applications is Friday, May 30, 2025**

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