



CITY CENTRE COMMUNITY ASSOCIATION

5900 Minoru Blvd, Richmond, British Columbia V6X 0L9 • Telephone 604-204-8588

PART TIME ARTS INSTRUCTOR

Job Summary:

Applications are now being accepted for Arts Instructors with City Centre Community Association. Reporting to the Community Facilities Coordinator, this position is responsible for the leadership and planning of Arts based programs for children and adults within a recreation setting.

Duties and Responsibilities:

- Plan, develop and deliver age appropriate lessons and activities in any of the following areas- Visual Arts, Performing Arts, Digital Arts
- Greet parents at the beginning and end of each class and discuss program information
- Follow Community Centre Associations protocol for emergency situations
- Provide program plans, evaluation and feedback to supervisor regarding program content
- Set up and take down equipment and supplies
- Serve as a resource and provide recommendations for designing and implementing new arts programs and workshops
- Foster a positive, inclusive, and supportive environment for participants of all skill levels
- Perform other related duties as assigned

Required Qualifications:

- Completion of Grade 12 plus a minimum of 2 years of relevant experience in teaching Arts programs and workshops in any of the following areas- Visual Arts, Performing Arts, Digital Arts
- Previous experience working with children and adults
- Excellent interpersonal and oral communication skills to engage and support a diverse group of participants
- A positive, encouraging attitude with a passion for helping others express their creativity
- Standard or Emergency First Aid and CPR Level B (or higher)
- Ability to successfully pass a Police Information Check

Hours of Work and Wages:

- 4 – 6 hours/week (flexible hours)
- Wage: \$19.29-\$28.42/hour

Interested candidates may apply for this position by sending a cover letter and resume to:
Lynsey Li-Acting Community Facilities Coordinator | City Centre Community Centre
Email: citycentre@richmond.ca
Deadline for receiving applications is March 23, 2025

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