



Part-Time Karate Assistant Professional

Scope:

The Part-Time Karate Assistant Professional reports directly to the Karate Professional and the Athletic Director and is responsible for performing a variety of teaching, administrative and miscellaneous duties.

Teaching:

- Must have experience teaching (especially) 4-6yrs age groups, and 7yrs+
- Little Ninjas, Beginner, Intermediate, Advanced, Family & Weapons classes.
- Strong interpersonal communications skills especially with children and youth.
- Flexible Monday – Saturday Class structure.

Administrative:

- Provide monthly billing reports.
- Take daily class attendances.
- Support & coach at Provincial events.
- Attend Monthly Parent Committee meetings.

Miscellaneous:

- Assist in the day to day business.
- Teach in Spring & Summer Camps.
- Liaise with other departments.
- Work & attend promotions and/or events.
- Monitor Member's special requests.

Position Requirements:

- Background of at least 2 years in a Karate BC Shito, Shoto, Goju or Wado Dojo.
- Proficient in Microsoft Office.
- Strong interpersonal skills.
- Strong Multi-tasking ability.
- Strong organizational skills.
- Flexible for working hours/days.
- Should be 3rd Kyu or higher.
- Driver's License and Vehicle.

* Part time position 3-4 days per week. Commences Sep 13 2011
Compensation based on experience.

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