



# SOUTH VANCOUVER NEIGHBOURHOOD HOUSE

6470 Victoria Dr., Vancouver, BC V5P 3X7 ph: 604-324-6212 fax: 604-324-6116 website: [www.southvan.org](http://www.southvan.org)

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## Family Drop-In Program Leader South Vancouver Neighbourhood House (Internal Posting)

South Vancouver Neighbourhood House (SVNH) is currently seeking an experienced **Family Drop-In Program Leader** to join the team and provide support to family programs at SVNH.

The Family Drop-In Program Leader is responsible for planning, organizing, and facilitating the family drop-in program on Saturdays from 9:30am-12:30pm, creating a friendly and welcoming environment. This free program is for children aged 0-6 years and their parents/grandparents/caregivers, and includes free play, stories, songs, arts and crafts. Occasional workshops and guest speakers are incorporated to ensure families have the knowledge and skills necessary to give children the best start in life.

### Duties and Responsibilities:

- Program planning and implementation that is age and developmentally appropriate, including circle time, arts and crafts, games, motor skill development, school readiness, social and emotional skills development
- Role modeling appropriate educational support to parents and caregivers (i.e. how to help their child prepare for school readiness & different developmental stages)
- Ensuring the physical and emotional safety of the children attending the family drop-in, including behaviour and conflict management
- Monitoring and managing the program supply inventory including toys, stationery and the other items
- Setting up and cleaning up of the room
- Establishing a good rapport with the parents
- Collecting weekly attendance and statistics; assisting with program evaluation
- Handling first aid emergencies and providing care
- Preparing and serving snack to families and children
- Providing parents and caregivers with information and referrals to services and programs and in-house family support worker or other staff; promoting SVNH programs and services

### Qualifications:

- Valid Early Childhood Education (ECE) License
- Minimum 1 year experience running family resource programs
- Valid First Aid Training
- Excellent communication skills, and experience working with families and young children
- Good conflict resolution skills and strong active listening skills
- Ability to work in a team environment; experience working in a multicultural environment an asset
- Ability to work independently
- Demonstrated cross-cultural counseling and problem solving skills
- High level of written and verbal communication skills

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- Sensitivity and understanding of issues such as poverty, domestic violence, isolation, cross-cultural differences, single parenthood, stress, parenting difficulties, mental health issues, special needs (children)
- Excellent group facilitation and leadership skills
- Good knowledge of resources and services in the community
- Knowledge of South Vancouver area an asset
- Fluency in a second language is an asset

Salary: \$19 - \$21/hour (dependent on experience)

This is a regular part-time (4 hours/week) position, based at 6470 Victoria Drive. The anticipated start date is September 23, 2017. For more information about South Vancouver Neighbourhood House, please visit [www.southvan.org](http://www.southvan.org)

The Association of Neighbourhood Houses of BC is an equal opportunity employer. We place a high value on diversity and encourage qualified individuals from all backgrounds and identities to consider applying for the position. Our total compensation and benefits package reflects our commitment to our staff and their family. All qualified individuals are encouraged to apply, with subject line "Family Drop-In Program Facilitator" by 5pm on Thursday, September 20<sup>th</sup>, 2017, in confidence to:

Zahra Esmail, Executive Director  
6470 Victoria Drive  
Vancouver, BC, V5P 3X7  
Email: [recruitment@southvan.org](mailto:recruitment@southvan.org)

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