



SOUTH VANCOUVER NEIGHBOURHOOD HOUSE

6470 Victoria Dr., Vancouver, BC V5P 3X7 ph: 604-324-6212 fax: 604-324-6116 website: www.southvan.org

Welcome Bienvenue Chào mừng Quý Vị ਜਆਇਆ ਨੂ Bienvenidos 환영합니다

Youth and Preteen Program Assistant (short term until December 2022 with possibility of extension)

South Vancouver Neighbourhood House (SVNH) is seeking enthusiastic Youth and Preteen Program Assistant to support the Youth and Preteen Programmers to oversee the day to day operations of the United Way School's Out program at elementary schools across South Vancouver, deliver program activities, and supervise preteens ages 8 to 12.

Responsibilities:

- Support Youth and Preteen Programmer in planning and delivering after-school recreation, educational, creative, and social-emotional learning activities appropriate for the age group of 8-12
- Support Youth and Preteen Programmer with administrative tasks such as phoning families, collecting membership and permission forms, taking attendance
- Support Youth and Preteen Programmer to provide supervision and mentorship to youth volunteers (ages 13-17)
- Maintain strong communication with SVNH Manager of Youth and Settlement and Youth and Preteen Programmer
- Ensure all VSB safety and emergency guidelines and processes in school buildings are followed
- Attend Youth Team meetings and other SVNH house-wide events as needed

Qualifications:

- Age 19 or older
- Clear criminal record check
- Minimum one year working or volunteering with preteens in ages 8-12
- Experience and enthusiasm in children program planning, program delivery, and program debrief
- Ability to speak a second language a strong asset
- First Aid and Food Safe certified are strong assets
- Ability to support Youth Programmer with supervision of up to 15 preteens and 10 youth volunteers during program
- Strong verbal and written communication skills

NOTE: *This position requires contact with the vulnerable members of the community, therefore the offer and your employment with ANHBC is conditional on you providing ANHBC with proof, prior to the start date and in a form satisfactory to ANHBC, that you are fully vaccinated against COVID-19. If you are unable to be fully vaccinated on the basis of a ground protected by applicable law, you may request an accommodation from ANHBC by contacting [Mimi Rennie, Executive Director](mailto:Mimi Rennie) immediately at mimi.rennie@southvan.org. ANHBC reserves the right to delay your start date while it considers your accommodation request. ANHBC also reserves the right to amend its COVID-19 vaccine requirement at its sole discretion*

Start Date: mid-September, 2022

End Date: mid-December, 2022 with possibility of extension

Pay rate: \$18.86/hour

Schedule: 7 hours per week; 3 days per week (days of week TBD)

Please send a covering letter and resume by July 17, 2022 to:

Michelle Lui

Manager of Youth and Settlement

Michelle.Lui@southvan.org

Building Better Neighbourhoods Together Since 1977





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ANHBC is an equally opportunity employer. Only successful candidates will be contacted for an interview. **No calls please.**

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