



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 Bienvenidos 환영합니다

Youth and Preteen Programmer

Job Overview

South Vancouver Neighbourhood House is seeking **two** energetic, compassionate, organized individuals as our Youth and Preteen Programmers. The positions work closely with the Youth Team, VSB schools, and youth/preteens in South Vancouver to develop and deliver recreation, social-emotional, educational, and creative programs after school. Programs take place at various locations throughout South Vancouver (i.e. elementary schools, SVNH main building, Moberly Arts and Cultural Centre, Champlain Square).

Role and Responsibilities

- Oversee the operations of children and preteens (ages 5-12) after-school programs (United Way School's Out, Fostering Literacy, Homework Club) including: setting up, shopping for supplies, preparing snacks, leading group games, helping guest speakers set up, debriefing with youth volunteers, and cleaning up
- Train and mentor youth (ages 13-18) to be volunteers at children and preteen after school programs. This includes: support with the organization and delivery of youth volunteer recruitment events and workshops, provide constructive feedback, debrief at the end of each program session, and help youth strengthen their leadership skills and confidence
- Oversee the operations of an honorarium-paid program (Future Leaders) where high school youth are placed in preteen programs, host community-based projects, and attend career workshops
- Complete administrative tasks related to the role; examples include but not exclusive to: complete quarterly and annual funding reports and surveys, create promotional poster, track honorarium sign-offs, record program attendance, collect permission forms
- Collaborate and maintain strong communication with three community school teams for partnership of program delivery
- Outreach with community partners to host workshops and training for youth as needed. Topics include: First Aid, Food Safe, financial literacy, resume writing
- Ensure the health, safety, and wellbeing of up to 15 preteens and 10 youth volunteers during program time
- Collaborate with Youth Team Members to deliver 3 week-long Youth Volunteer Training each year and other youth program-related needs
- Attend team meetings, all-staff meetings, and any related community partner meetings
- Work collaboratively to assist with SVNH house-wide events as needed

Qualifications and Skills

Building Better Neighbourhoods Together Since 1977





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- Minimum one year of work or volunteer experience with youth and/or preteens
- Age 19 or older
- Clear criminal record check upon hire
- Ability to confidently supervise up to 15 preteens and 10 youth volunteers during program
- Strong administrative and organizational skills (report writing, surveys)
- Ability to engage youth and preteens in the community through building trusted relationships and assessing trends, needs, and barriers
- Strong teamwork and collaboration skills
- Ability to speak a second language a strong asset
- HIGH FIVE, Food Safe, and Emergency First Aid certifications are assets
- Understanding of the South Vancouver community's needs and trends a strong asset

Employment Terms

- Start date: Early September
- Pay rate: \$22.90 per hour
- Schedule: 35 hours per week; Monday to Friday with occasional weekend during special events

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@southvan.org) 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.*

Please send cover letter and resume with subject line “Youth and Preteen Programmer” by July 17, 2022 to:

Michelle Lui
Manager of Youth and Settlement
michelle.lui@southvan.org

ANHBC is an equally opportunity employer. Only successful candidates will be contacted for an interview.

No calls please.

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