



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 ਜੀ ਅਇਆ ਠੂੰ

Family Resource Program Leader Job Posting **(Family Drop-in Program)**

South Vancouver Neighbourhood House (SVNH) is located on the unceded, occupied, ancestral and traditional homelands of the x̱məθkwəy̱əm (Musqueam), Skwxwú7mesh (Squamish) and Səlílŵ ətaʔ/Selilwiltulh (TsleilWaututh) Nations. We recognize the vast cultural diversity of Indigenous people and acknowledge the heterogeneity of their opinions, representation, needs and desires. We dedicate ourselves to walking in solidarity beside our Coast Salish neighbours and South Vancouver community members as we work collectively towards food resiliency and sovereignty.

South Vancouver Neighbourhood House, a non-profit social service organization, is looking for a skilled, motivated, and experienced Family Resource Program Leader to provide a once-a-week Family Drop-in Program at Southside Hub that is safe, enriching, and developmentally appropriate program for young children and their parents. 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.

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
- Organizing snack time for 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
- Inspect program space for safety issues and seek corrective action according to procedures
- Work with team members to create a positive environment and programming
- Liaise with partner agencies to facilitate guest speakers, workshops, and fieldtrips
- Assist with program evaluation
- Lead participants in storytelling, music, crafts, and theme-based activities

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- Ensure health and safety of all participants
- Assist in providing parents and caregivers with information and referrals to services and programs in the neighbourhood, including South Vancouver Early Years' programs and services
- Attend team meetings

Qualifications

- ECE Certificate and/or equivalent education and work experience in an early year setting
- 1-year minimum experience in implementing family resource programs
- Strong verbal and written communication skills as well as multi-cultural awareness
- Knowledge of Early Childhood Development strategies
- Some knowledge of issues and challenges experienced by newcomer families
- Second language an asset
- Ability to work cooperatively with a diverse staff, volunteers, and other members of the ECE community
- Excellent group facilitation and leadership skills
- Demonstration of on-going professional development in the field
- Ability to problem solve
- Good conflict resolution skills
- Some knowledge of South Vancouver community resources & services
- Successful criminal record search required

Hours:

- Day and hours of programming, flexible
- Type: part-time
- Wage: \$21.31/hour for 4 hours per week

To Apply: Please email cover letter and resume with subject line "Family Resource Program Leader" by 5pm on September 30, 2022, to:

Marie Mah
6470 Victoria Drive
Vancouver, BC, V5P 3X7
Email: marie.mah@southvan.org

Association of Neighbourhood Houses and South Vancouver Neighbourhood House are equal opportunity employers. Only successful candidates will be contacted.

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