



# 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)

Welcome Bienvenue Chào mừng Quý Vị Bienvenidos 환영합니다

## Newcomer Preteen Programmer (Cultural Buddies) Internal/External Job Posting Full-Time

**South Vancouver Neighbourhood House (SVNH) is on the unceded, ancestral, traditional, and stolen homelands of the Coast Salish Nations, the x̱məθkwəy̓əm (Musqueam), Skwxwú7mesh (Squamish), and Səlilwətaʔ/Selilwitulh (Tsleil-Waututh) Nations.**

South Vancouver Neighbourhood House is looking for an enthusiastic and compassionate individual for the role of Newcomer Preteen Programmer. This is a frontline, term position that works directly with diverse, multicultural preteens (ages 8-12) who are newcomers to Canada. The position work closely with the Youth Team, VSB schools, SWIS, and newcomer preteens in South Vancouver to develop and deliver language learning, social-emotional, educational, food literacy, and creative programs during after school hours/weekends/winter break/spring break. The position will make relevant referrals to best support newcomer preteens and their caretakers to settlement services, support newcomer preteens with adjusting to a new country and culture, provide a space for them to build friendships and connections to their school and community, and work with youth volunteers to become mentors to newcomer preteens. Programs take place at 2 times per week at off-site locations within South Vancouver.

### Duties and Responsibilities:

- Oversee the operations of newcomer preteens (ages 8-12) programs including: setting up, shopping for supplies, preparing snacks, leading group games, helping guest speakers set up, and cleaning up
- Provide newcomer preteen with support, follow-through, ongoing assessment and re-assessment for clients as identified by IRCC
- Make relevant referrals for additional newcomer settlement services as needed for preteen participants and/or their families
- Complete administrative tasks related to the role; examples include but not exclusive to: creating and delivering participant surveys, create promotional poster, record program attendance, collect membership forms, keep records of client profiles and key statistics including input into government required iCare database system, including intake forms, narrative, and statistical reports
- Collaborate and maintain strong communication with three community school teams and SWIS for partnership of program delivery
- Ensure the health, safety, and wellbeing of up to 15 preteen participants and 10 youth volunteers during program time
- Attend team meetings, all-staff meetings, and any related community partner meetings
- Support the development of newcomer preteens in the Canadian multi-cultural context
- Maintain information and support resources
- Work collaboratively to assist with SVNH house-wide events as needed
- Adheres to confidentiality and privacy policies
- Promote SVNH programs and services
- Provide support to Neighbourhood House sponsored events and activities

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## Qualifications:

- Minimum one year of work or volunteer experience with preteens and/or newcomers
- Age 19 or older
- Clear criminal record check upon hire
- Ability to confidently supervise up to 15 preteens and 10 youth volunteers during program hours
- Strong administrative and organizational skills (report writing, surveys)
- Ability to engage newcomer 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
- Cross cultural understanding and awareness of other cultural groups
- Excellent organizational, leadership, communication and community development skills
- Experience facilitating groups and designing preteen activities surrounding diversity and inclusion, mental wellbeing, food literacy, the English language, and navigating through the Canadian school system
- Experience in supporting youth volunteers (age 13-17) to become role models and mentors for newcomer preteens
- Ability to work in a multicultural team environment and independently
- Understanding of the barriers and issues affecting immigrants and refugees

*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 immediately at [mimi.rennie@southvan.org](mailto: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*

Compensation: \$22.90 per hour at 10 hours per week. MUST be available from 2:30pm to 5:30pm for at least 2 weekdays; winter break and spring break program times TBA

Start date: November 14, 2022

End date: March 31, 2023

Please send cover letter and resume by **Sunday, October 16, 2022** email with subject heading **Cultural Buddies position** to:

Michelle Lui (she/her/hers), Manager of Youth and Settlement Programs at [michelle.lui@southvan.org](mailto:michelle.lui@southvan.org)

Only short-listed candidates will be contacted for an interview. No phone calls please. ANHBC is an equal opportunity employer.

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