



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

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 Səlíl̓wətaʔ/Selilwitulh (Tsleil-Waututh) Nations.

Youth and Preteen Programmer

Job Overview

South Vancouver Neighbourhood House is seeking an 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.

Role and Responsibilities

- Oversee the operations of after-school preteen programs (for ages 8-12) including: setting up, shopping for supplies, preparing snacks, leading group games, supporting families with registration, helping guest speakers set up, debriefing with youth volunteers, and cleaning up
- Train and mentor youth (ages 13-18) to be volunteers in preteen 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
- 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
- Ensure the health, safety, and wellbeing of up to 15 preteens and 10-15 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

- Minimum one to two years of work or volunteer experience with leading, facilitating, and designing youth and preteens social programs
- Age 19 or older
- Clear criminal record check upon hire
- Ability to confidently supervise up to 15 preteens and 10-15 youth volunteers during program
- Strong administrative and organizational skills (report writing, surveys)

Building Better Neighbourhoods Together Since 1977



Supported by
UNITED WAY



ASSOCIATION OF
NEIGHBOURHOOD HOUSES BC



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

- 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: December 19, 2022
- Pay rate: \$22.90 per hour
- Schedule: 15 hours per week; occasional weekend for special events - **must be available Tuesday and Thursday from 2:45pm to 6:00pm**

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 “Part Time Youth and Preteen Programmer” by Sunday, November 27, 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.

Building Better Neighbourhoods Together Since 1977



Supported by
UNITED WAY



ASSOCIATION OF
NEIGHBOURHOOD HOUSES BC