



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

Preteen Program Coordinator Internal/External Job Posting Part-Time

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

South Vancouver Neighbourhood House is looking for a Preteen Program Coordinator for the Youth Team. This is a part-time position. The Preteen Program Coordinator will be support with building a strong foundation for preteen services and programs at SVNH and its community partners. building external partnerships with community organizations to enrich preteen programs and services at SVNH, build relationships with families of preteens in South Vancouver, support Manager of Youth and Settlement Programs with seeking preteen funding, and support Youth Programmers with compiling comprehensive reports.

Duties and Responsibilities:

- Outreach, liaise, and collaborate with external community organizations and partners to operate programs and services for preteens
- Build relationships with families/caretakers of preteens through hosting special events and/or outreach to gather information on South Vancouver trends and needs
- Support and mentor Youth Programmers with quarterly reports and stats collection
- Bridge volunteer opportunities in preteen programs and services to high school youth volunteers
- Connect and refer newcomer preteens and newcomer families with the appropriate settlement services in South Vancouver
- Support Manager of Youth and Settlement Programs seek additional grants and funding opportunities

Qualifications:

- Minimum 3 years experience working with preteen programs and services, including relationship building with families and/or direct service delivery
- Minimum 3 years experience in clear communication (both verbally and written) with external stakeholders and building collaborative partnerships for preteen service delivery
- Strong ability to work in a fast-paced team environment
- Strong experience in written reporting including but not exclusive to: summarizing deliverables, targets met, summarizing trends and needs, documenting photos and testimonials
- Second language spoken a strong asset
- Driver's license an asset
- Food Safe level 1 and Emergency First Aid certification an asset
- Attend Youth Team meetings and other SVNH house-wide events as needed. All team members of SVNH are expected to adhere to and demonstrate values of anti-racism, inclusion, and participate in house-wide activities

Compensation: \$26.68/hour, 8 hours per week

Closing date: May 9, 2023

Start date: May 22, 2023

Please send cover letter and resume by email with subject heading **Preteen Program Coordinator** to:

Michelle Lui, Manager of Youth and Settlement Programs

Michelle.Lui@southvan.org

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

Building Better Neighbourhoods Together Since 1977

