



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 ਜਮਾਇਆ ਨੂੰ Bienvenidos 환영합니다

Youth and Preteen Program Assistant Part time, fixed term

South Vancouver Neighbourhood House (SVNH) is located on the unceded, occupied, ancestral and traditional homelands of the xʷməθkʷəy̓əm (Musqueam), Skwxwú7mesh (Squamish) and Səlilw̓ ətəʔ/Səlilw̓itəl (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 neighbors and South Vancouver community members as we work collectively towards community building

South Vancouver Neighbourhood House (SVNH) is seeking enthusiastic Youth and Preteen Program Assistant to support the Youth and Preteen Programmers to oversee the day to day operations of after-school preteen programs at elementary schools and community locations across South Vancouver, deliver program activities, and supervise preteens ages 5 to 12. This position is mostly in the Sunset neighbourhood at Mackenzie elementary school and Moberly Arts and Cultural Centre.

Responsibilities:

- Support Youth and Preteen Programmer in planning and delivering after-school recreation, educational, creative, and social-emotional learning activities appropriate for the age group of 5-12
- Support Youth and Preteen Programmer with administrative tasks such as phoning families, collecting membership and permission forms, taking attendance
- Support Youth and Preteen Programmer to provide supervision and mentorship to youth volunteers (ages 13-18)
- Support Youth Team with Youth Volunteer Recruitment Day events and Youth Volunteer Training weeks throughout the year
- Maintain strong communication with SVNH Manager of Youth and Settlement and Youth and Preteen Programmer
- Ensure all VSB safety and emergency guidelines and processes in school buildings are followed
- Attend Youth Team meetings and other SVNH house-wide events as needed

Qualifications:

- Age 19 or older
- Clear criminal record check
- Minimum one year working or volunteering with preteens in ages 5-12
- Experience and enthusiasm in children program planning, program delivery, and program debrief with youth volunteers
- Ability to support Youth Programmer with supervision of up to up to 30 participants (may be a mix of youth volunteers and preteens) during program hours
- Strong teamwork skills to support Youth Team Members in youth and preteen services, workshops, and/or community events
- Food Safe, and Emergency First Aid certifications (or willing to obtain upon hire)
- Ability to speak a second language a strong asset
- Understanding of newcomer youth trends, needs, and barriers a strong asset
- Lived experience and knowledge of community resources and services in South Vancouver area an asset
- Past engagement in leadership or community programs as a youth participant a strong asset
- Understanding of the South Vancouver community's needs and trends a strong asset

Term September 4, 2023 to June 30, 2024, with possibility of extension

Pay rate: \$18.86/hour

Schedule: 10 hours per week; 4 days per week between Monday to Friday (days of week TBD). **Must be available from 3pm to 5:30pm.**

Please send a covering letter and resume with subject "Youth Program Assistant – Sunset" by June 28, 2023 to:

Michelle Lui, Manager of Youth and Settlement (she/her/hers)

Michelle.Lui@southvan.org

ANHBC is an equal opportunity employer. We place a high value on diversity and encourage qualified individuals from all backgrounds and identities to apply. Only short-listed candidates will be contacted for an interview. No phone calls please.

Building Better Neighbourhoods Together Since 1977

