



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

Youth Programs Assistant Part-time, short termed position

South Vancouver Neighbourhood House (SVNH) is on the unceded, occupied, ancestral, traditional, and stolen homelands of the Coast Salish Nations, the x̣ṃəθkwəỵəm (Musqueam), Skwxwú 7mesh (Squamish), and Səlíl̓wətaʔ/Selilwitulh (Tsleil-Waututh) Nations.

South Vancouver Neighbourhood House is looking for a Youth Programs Assistant for our Youth Team. This is a part-time, termed-position. The Youth Programs Assistant will be mainly based out our BC Housing Kids Club sites (Orchard Park, Culloden Court, and Champlain Heights) and be supporting the BC Housing Kids Club Programmer to deliver after-school activities for children ages 5-12.

Duties and 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 BC Housing Kids Club and/or VSB safety and emergency guidelines and processes in school buildings are followed
- Attend Youth Team meetings and other SVNH house-wide events as needed
- Support planning and implementation of house-wide events/activities as required

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
- Experience working with vulnerable and/or at-risk youth and preteens a strong asset
- Ability to support Youth Programmer with supervision of 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)

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- 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

Compensation: \$18.86/hour, 11 hours per week. **Must be available 3:00pm to 5:00pm, Monday to Friday.**

Application Period: November 3 – 17, 2023

Job start date: December 4, 2023

Job end date: March 31, 2024 with possibility of extension

Please send cover letter and resume by email with subject heading **Youth Programs Assistant no later than November 17, 2023** to:

Michelle Lui, Manager of Youth and Settlement Programs – 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.

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