



# 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)

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## Youth and Preteen Programmer - Part Time - 15 hours/week

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

South Vancouver Neighbourhood House is looking for a Youth and Preteen Programmer on our Youth Team. This is a part-time position for 15 hours per week. The Youth and Preteen Programmer organizes and facilitates a weekly group cooking program (Mind Your Food) in a commercial licensed kitchen space and also a weekly after-school preteen program within the Sunset neighbourhood.

**Must be available on Thursday and Friday afternoons.**

### Duties and Responsibilities:

- Oversee the operations of children and preteens (ages 5-12) after-school programs and the Mind Your Food youth group cooking program (ages 13-17). This includes: setting up, shopping for supplies, preparing snacks, maintaining clean kitchen space, leading group games, helping guest speakers set up, debriefing with youth volunteers, and cleaning up
- Train and mentor youth (ages 13-18) to be volunteers at children and preteen after school 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
- Support the operations of an honorarium-paid program (Future Leaders) where high school youth are placed in preteen programs, host community-based projects, and attend career workshops
- 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. Topics include: First Aid, Food Safe, financial literacy, resume writing
- Ensure the health, safety, and wellbeing of preteen and youth participants (may be a mix of youth volunteers and preteens) during program hours
- Collaborate with Youth Team Members to deliver Youth Volunteer Recruitment Day events throughout the year and a week-long Youth Volunteer Training at the start of each program cycle 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

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**Building Better Neighbourhoods Together Since 1977**





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## Qualifications:

- Minimum one year of work or volunteer experience with youth and/or preteens ages 5 to 18
- Age 19 or older
- Clear criminal record check
- Ability to confidently supervise up to 30 participants (a mix of youth volunteers and preteens) during program in partnership with another team member
- Minimum one year of work or direct volunteer experience of food skills (knife skills, food safety, nutrition, kitchen utensil/appliance use, different food preparation methods) and kitchen maintenance
- Strong administrative and organizational skills (report writing, surveys, creating posters, tracking of attendance and honorarium payments)
- Strong time management skill and ability to meet deadlines
- Ability to engage youth and preteens in the community through building trusted relationships and assessing trends, needs, and barriers
- Ability to integrate and celebrate youth and preteen participants' diversity and cultural background through program plans and ideas
- Excellent collaboration and teamwork communication skills with both SVNH team members and external community partners for program delivery enhancement
- Food Safe and Emergency First Aid certifications (or willing to obtain upon hire)
- Verbal and written proficiency in English
- 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:** \$22.90 per hour at 15 hours per week + 7.5% of salary in lieu of benefits after completing 1800 hours of service

**Application Period:** August 19 to September 1, 2024

**Job start date:** September 19, 2024

Please send cover letter and resume by email with subject heading **Youth and Preteen Programmer** to: Michelle Lui, Director of Youth and Settlement Programs (she/hers) at [Michelle.Lui@southvan.org](mailto: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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