



# 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)

Welcome Bienvenue Chào mừng Quý Vị ਜਆਇਆ ਨੂ Bienvenidos 환영합니다

## Youth and Preteen Program Assistant - Part time

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 Səlil̓ Iwətaʔ/Selilwitulh (Tsleil-Waututh) Nations.

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 located within the three BC Housing sites (Champlain Heights, Orchard Park, and Culloden Court). **Must be available Monday to Friday from 3:00pm to 5:15pm.**

### 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 Director 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 vulnerable preteens in ages 5-12 and their families
- 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

**Pay rate:** \$18.86/hour + 7.5% of salary in lieu of benefit after 1800 hours of service.

**Schedule:** 12 hours per week, Monday to Friday. **Must be available from 3:00pm to 5:15pm.**

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

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

**Please send a covering letter and resume with subject "Youth Program Assistant" by September 1, 2024 to:**

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

[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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