



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 and Preteen Program Assistant – Fixed-term part-time

South Vancouver Neighbourhood House (SVNH) is on the unceded, occupied, ancestral, traditional, and stolen homelands of the Coast Salish Nations, the x̱məθkwəy̓əm (Musqueam), Skwxwú 7mesh (Squamish), and Səl̓ílwətaʔ/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.

Must be available Tuesday and Wednesday from 2:45pm to 5:30pm.

This role has a focus on physical literacy and active play.

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 20 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

Building Better Neighbourhoods Together Since 1977





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- 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
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Pay rate: \$21.54/hour + 6% of vacation pay

Schedule: Until June 30, 2026 with possibility of extension. 8 hours per week. Must be available Tuesday and Wednesday 2:45pm to 5:30pm with occasional shifts on other days of the week as needed.

Application period: August 22 to September 1, 2025

Anticipated start date: September 22, 2025

End date: June 30, 2026

Please send a covering letter and resume with subject "Youth Program Assistant" by September 1, 2025 to:

Michelle Lui, Director 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.

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