



# 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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## INSPIRE Youth Programmer Short-term part-time position

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

South Vancouver Neighbourhood House is looking for a Youth Programmer for our INSPIRE Girls and Non-Binary Youth Group. This is a short-term position for 5 hours per week from January 12 to March 31, 2026. The Youth Programmer will be facilitating the INSPIRE program once a week after-school at a local high school in South Vancouver.

**Must be available from 2:50pm – 5:30pm on Fridays**

### Duties and Responsibilities:

- All team members of SVNH are expected to adhere to and demonstrate values of anti-racism, diversity and inclusion
- Oversee the operations of youth participate (ages 13-17) in the INSPIRE Girls and Non-Binary Youth program. This includes: setting up, shopping for supplies, preparing snacks, leading group activities and discussion on topics of gender equity, media, body image, mental and physical health, healthy relationships
- Mentor youth in the INSPIRE program to strengthen their leadership skills and confidence through workshop training and special event engagement
- 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 community school teams for partnership of program delivery
- Outreach with community partners to host workshops and opportunities for youth as needed. Topics include: community civic engagement, First Aid, Food Safe, financial literacy, gender equity, healthy relationship, mental and physical health, career pathways
- Ensure the health, safety, and wellbeing of youth participants 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

### Qualifications:

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- 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 15 youth participants
- 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 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:** \$23.59 per hour at 5 hours per week + 4% vacation pay

**Application Period:** December 5 to 13, 2025

**Job start date:** January 12, 2026

**Job end date:** March 31, 2026

Please send cover letter and resume by email with subject heading **INSPIRE Youth Programmer to:**

Michelle Lui (she/her/hers)

Director of Youth and Settlement Programs

[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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