



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

Children and Youth Literacy Worker Short-term, Full-time

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 Səlíl Iwətaʔ/Selilwitulh (Tsleil-Waututh) Nations.

South Vancouver Neighbourhood House is looking for a Children and Youth Literacy Worker for our Youth Team. This is a full time, short term position. The Children and Youth Literacy Worker will be planning and delivering literacy-based programs and services for participants ages 5-18. Literacy is viewed through holistic lens beyond reading and writing for this role. This role creates programs, social engagement, and volunteer opportunities that touches upon food literacy, financial literacy, health literacy, and physical literacy for the month of July and August 2026. The ideal candidate will also experience and knowledge on newcomer trends, needs, and barriers.

Duties and Responsibilities:

- Oversee the operations of preteen (ages 5-12) and youth (ages 13-18) literacy programs including: setting up, shopping for supplies, preparing snacks, leading group games in ways that celebrate cultural diversity
- Provide newcomer youth, preteens, and families with resources and referrals as needed
- Helping guest speakers set up, debriefing with youth volunteers, and cleaning up
- Train and mentor youth (ages 13-18) to be volunteers at literacy events and programming. 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
- 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 partners, funders, and program manager for partnership, literacy outreach, and literacy awareness
- 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 all program participants
- Collaborate with Youth Team Members to deliver Youth Volunteer Training and other youth program-related needs and events
- Support planning and implementation of house-wide events/activities as required

Qualifications:

This position is funded by the Canada Summer Jobs and to be eligible, applicants must be:

- between 19 to 30 years of age at the start of the employment

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- a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the employment*
- have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulation
- Minimum two years of work experience with youth and/or preteens
- Clear criminal record check upon hire
- Ability to confidently supervise a ratio of 1 staff to 15 participants (may be a blend of high school youth and elementary-aged children) during program hours
- Enthusiasm and interest in delivering workshops and program activities through the lens of literacy and learning
- Enthusiasm and interest in working with youth and preteens that are newcomers to Canada
- Strong ability and experience working with culturally diverse youth and preteen groups
- Strong understanding of the trends, needs, and barriers of newcomer youth, children, and families
- Ability to supervise and mentor youth volunteers ages 13-17: provide ongoing feedback and support, deliver training with Youth Team members, set up volunteering opportunities, and setting boundaries
- Strong administrative and organizational skills (report writing, administering digital surveys)
- Ability to engage and outreach to youth and preteens in the community through building trusted relationships and assessing trends, needs, and barriers
- Strong teamwork and collaboration skills
- Ability to speak a second language a strong asset
- Food Safe level-1 and Emergency First Aid certifications are strong assets
- Understanding of the South Vancouver community's needs and trends a strong asset

Compensation: \$25.10 per hour at 35 hours per week + 4% vacation pay on each cheque

Application Period: April 14 to April 28, 2026

Job start date: June 15, 2026

Job end date: August 24, 2026

Please send cover letter and resume by email with subject heading **Summer Children and Youth Literacy Worker** to:

Michelle Lui (she/her), Director of Youth and Settlement Programs at: 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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