



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 Internal/External Job Posting [5 to 12.5 hours/week - termed position]

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 summer preteen programs at SVNH and community locations across South Vancouver, deliver program activities, and supervise preteens ages 5 to 12 and youth volunteers ages 13-18. . This is a termed position from September 2026 to June 2027 and works between 5 to 12.5 hours per week dependent on the program cycle.

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 safety and emergency guidelines and processes in 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 with ratio up to 1 staff per 15 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 a strong asset

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- 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: \$22.00/hour + 6% of vacation pay at 5 to 12.5 hours per week

Start date: Anticipated September 28, 2026 to June 30, 2027

Schedule: Monday to Friday, 2:45pm to 5:15pm during program weeks (early Oct to early Dec; Feb to mid March; late-April to early-June)

Application period: July 31 to August 13, 2026

Please send a covering letter and resume with subject "Youth Program Assistant 12" 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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