



SOUTH VANCOUVER NEIGHBOURHOOD HOUSE

6470 Victoria Dr., Vancouver, BC V5P 3X7 ph: 604-324-6212 fax: 604-324-6116 website: www.southvan.org

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Youth and Preteen Programmer Internal/External Job Posting [28 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 Səlíl̓wətaʔ/Selilwitulh (Tsleil-Waututh) Nations.

South Vancouver Neighbourhood House is looking for a Youth and Preteen Programmer for our Youth and Settlement team. This is a termed position from September 2026 to June 2027 at 28 hours/week. The Youth and Preteen Programmer works closely with the Youth Team, VSB schools, and youth/preteens in South Vancouver to develop and deliver recreation, social-emotional, educational, and creative programs after-school for school-aged children and mentorship of high school youth volunteers. This position mainly will work with our Active Play Club programs.

Must be available Monday to Friday, 1pm to 6pm

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 children and preteens (ages 5-12) after-school programs including: setting up, shopping for supplies, preparing snacks, leading group games, helping guest speakers set up, debriefing with youth volunteers, and cleaning up
- Train and mentor youth (ages 13-18) to be volunteers at children and preteen after school programs. 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
- Oversee the operations of an honorarium-paid program (Future Leaders) where high school youth are placed in preteen programs, host community-based projects, and attend career workshops
- 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 three community school teams for partnership of program delivery
- 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 preteen and youth participants (may be a mix of youth volunteers and preteens) 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

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- Attend team meetings, all-staff meetings, and any related community partner meetings
- Work collaboratively to assist with SVNH house-wide events as needed
- Support planning and implementation of house-wide events/activities as required

Qualifications:

- Minimum one year of work or volunteer experience with youth and/or preteens ages 5 to 18
- Strong understanding of physical literacy games and movement exercises appropriate for children ages 5-12
- Age 19 or older
- Clear criminal record check
- Ability to confidently supervise up to 20 participants (a mix of youth volunteers and preteens) during program in partnership with another team member
- 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 and preteens 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 prevalent in South Vancouver a strong asset (Chinese, Hindi, Dari, Farsi, Urdu, Punjabi, Tamil, Arabic, Vietnamese, Spanish)
- 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: \$25.10/hour + 6% vacation pay at 28 hours/week

Application Period: July 31 to August 24, 2026

Job start date: Anticipated for September 14, 2026

Job end date: June 30, 2027

Please send cover letter and resume by email with subject heading **Youth and Preteen Programmer** to: Michelle Lui (she/her/hers), Director of Youth and Settlement Programs: 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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