



# 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 Programmer Full-time, fixed-term (with possibility of extension)

*South Vancouver Neighbourhood House (SVNH) is located on the unceded, occupied, ancestral and traditional homelands of the xʷməθkʷəy̓əm (Musqueam), Skwxwú7mesh (Squamish) and Səlilw̓ətəʔ/Selilwitulh (TsleilWaututh) Nations. We recognize the vast cultural diversity of Indigenous people and acknowledge the heterogeneity of their opinions, representation, needs and desires. We dedicate ourselves to walking in solidarity beside our Coast Salish neighbors and South Vancouver community members as we work collectively towards community building*

### **Job Overview**

South Vancouver Neighbourhood House (SVNH) is seeking energetic, compassionate, organized individual as our Youth and Preteen Programmer. The position 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. This position is mostly in the Sunset neighbourhood at Mackenzie elementary school and Moberly Arts and Cultural Centre.

### **Role and Responsibilities**

- 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
- Attend team meetings, all-staff meetings, and any related community partner meetings
- Work collaboratively to assist with SVNH house-wide events as needed

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**Building Better Neighbourhoods Together Since 1977**





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## Qualifications and Skills

- 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 30 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)
- Oral 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

## Employment Terms

- Start date: September 4, 2023 to June 30, 2024 (possibility of extension)
- Pay rate: \$22.90 per hour
- Schedule: 35 hours per week; Monday to Friday with occasional weekend during special events

Please send cover letter and resume with subject line "Youth and Preteen Programmer - Sunset" by June 28, 2023 to:

Michelle Lui, Manager of Youth and Settlement (she/her/hers)

[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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