



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 ਜਮਾਇਆ ਨੂੰ Bienvenidos 환영합니다

Preteen Community Programmer South Vancouver Neighbourhood House (Internal/External Posting)

South Vancouver Neighbourhood House (SVNH) is currently seeking an experienced **Preteen Community Programmer** to join the team and provide support to child and youth programs at SVNH.

The Preteen Community Programmer is responsible for supervising, planning, organizing, and implementing a new program for the United Way School's Out SVNH Program: Preteen Mentorship. This program is for children 6-12 years-old who attend elementary schools in South Vancouver. The Programmer is responsible for coaching and mentoring high school students who attend nearby secondary schools, preparing them to be mentors for younger children. The Preteen Community Programmer brings energy and enthusiasm to the youth team in addition to a passion for working with children and youth.

Duties and Responsibilities:

- Lead program promotion, participant recruitment, and community outreach for 3 afterschool programs, and a summer program at SVNH, in partnership with the Community Schools Team
- Provide program supervision, develop and implement program curriculum, lead youth recruitment and training
- Develop and facilitate programming with a focus on literacy (including storytelling), child rights, arts/culture, and physical activity
- Maintain registration documents, income/expense records, attendance, program statistics, and monthly reporting
- Create a closer network of agencies in South Vancouver to support middle years programming while addressing children's health holistically and celebrating cultural diversity
- Encourage participants to take part in activities; provide feedback to participants and their caregivers
- Prepare nutritious snacks, keep supplies stocked, and keep shared program area clean
- Accompany participants on special field trips during Winter, Spring, Summer Breaks, and Pro-D Days
- Host child-directed events for National Child day (Nov.20) and World Refugee Day (June.20)
- Provide information, referral, and accompaniment services for children, youth, and families to other programs at SVNH, or in the community
- Attend quarterly meetings with the Community Schools Team and program partners to share best practices and make improvements based on participants' needs

Qualifications:

- Post-secondary education in relevant discipline and combined with 2 years of working experience with children and youth
- Previous experience with program planning and facilitation essential
- Excellent written and verbal communication skills in English, a second language an asset

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- Good interpersonal, leadership and program planning skills
- Proven expertise in multi-cultural setting; experience working with diverse populations
- Ability to recruit and supervise volunteers
- Strong organizational and time management skills
- Self-motivated, takes initiative, and reliable team player
- Knowledge of community resources and services in South Vancouver
- Ability to work effectively with other service providers and community partners
- Computer skills in word, excel, email, and internet
- First Aid Certification and Food Safe required
- Current Criminal Record Check clearance required
- All persons are strongly encouraged to apply without regard to race, colour, origin, gender, religion, age, gender identity or expression

This is a regular part-time (15 hours/week) position with stable funding for two years. The anticipated start date is October 16th, 2017. For more information about South Vancouver Neighbourhood House, please visit www.southvan.org

Salary: \$19 - \$21/hour dependent on experience

The Association of Neighbourhood Houses of BC is an equal opportunity employer. We place a high value on diversity and encourage qualified individuals from all backgrounds and identities to consider applying for the position. Our total compensation and benefits package reflects our commitment to our staff and their family. All qualified individuals are encouraged to apply, with subject line "Preteen Community Programmer Position" by 5pm on Tuesday, October 10, 2017. Applications will be reviewed on a rolling basis. Please send completed applications, including cover letter, in confidence to:

Zahra Esmail, Executive Director
6470 Victoria Drive
Vancouver, BC, V5P 3X7
Email: zahra@southvan.org

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