



Frog Hollow

NEIGHBOURHOOD HOUSE | SINCE 1968

www.froghollow.bc.ca

2131 Renfrew Street
Vancouver, BC V5M 4M5

T: 604.251.1225

F: 604.254.3764

E: contact@froghollow.bc.ca

Youth Coordinator, LTG Food Ltd. dba Luv the Grub

The Youth Coordinator, Luv the Grub* collaborates with a high-energy, client-focused team to deliver exceptional employment and settlement services for local newcomer youth, and coordinate food production in this exciting social enterprise. The Youth Coordinator, Luv the Grub* is responsible for planning, operating, and evaluating the Newcomer Youth Luv the Grub program. This position reports to the owner of Luv the Grub* and the Coordinator of Youth Employment Services. The Newcomer Luv the Grub Program is a food production employment training program targeting newcomer youth. This is a full-time position with excellent benefits.

Position:	Youth Coordinator, Luv the Grub*
Hours:	35 hours/week (includes evening and weekend work)
Starting Salary Range:	\$23.50-\$25.31/hour
Start Date:	ASAP

Responsibilities:

- Support the Coordinator of Youth Employment Services and the owner of Luv the Grub* to plan, implement, and evaluate all aspects of the Newcomer Youth Luv the Grub Program
- Recruit at least 12 eligible newcomer youth to participate in the Newcomer Youth Luv the Grub Program each year
- Support youth 1:1 and in small groups in a food production setting each Sunday and lead the preparation, cooking, bottling and labelling of product, as well as site cleanup
- Pick up produce seconds required for cooking sessions
- Provide wrap-around employment, settlement, and community support to all youth participants; schedule youth for both cooking sessions and markets
- Connect newcomer youth with local employment opportunities, and adapt positions to fit individual youth needs
- Coordinate setup, education and sales, and takedown of booths at Farmers Markets and craft markets
- Report sales to owner of Luv the Grub* and coordinate produce pickup
- Take inventory and report to owner of Luv the Grub*
- Maintain up to date client information in databases per funder requirements
- Complete quarterly and annual reports per funder requirements
- Maintain excellent program standards; conduct program evaluations and monitor targets
- Purchase program supplies within approved budget
- Participate in departmental and all-staff meetings, and team meetings as required
- Other duties assigned by Supervisors

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Qualifications and Requirements:

- Valid Class 5 Drivers Licence and own vehicle is essential for this position (mileage reimbursed)
- Valid FoodSafe Certification Level 1
- Knowledge and experience in kitchen settings; knowledge of safe canning an asset
- Post-secondary degree or diploma in child and youth care, social work, employment counselling, mental health support work, or related field
- Minimum 2 years of experience working with newcomer youth ages 16-30
- Minimum 2 years of settlement services experience
- Ability to communicate inter-culturally and comfortable working in a fast-paced multi-cultural setting
- Ability to build relationships with local businesses and youth service providers
- Ability to implement community-based research as required
- Excellent administrative skills including database management and report writing
- Broad knowledge of community resources available for newcomer youth
- Basic knowledge of social enterprise operations
- Interest in and ability to learn basic food production skills
- Able to lift up to 50lbs
- Second language an asset

Please quote "Youth Coordinator" in the email subject and submit a resume and cover letter in one pdf to

Shawna Mikkelsen, Director of Youth Services and Communications, at resumes@froghollow.bc.ca.

Applications will be accepted on a rolling basis until the position is filled.

Only short-listed candidates will be contacted.

No phonecalls please.



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