



Frog Hollow

NEIGHBOURHOOD HOUSE | SINCE 1968

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Preteen Assistant

This position is responsible in assisting the Preteen Program Coordinator in planning and implementing an after school drop in program for children aged 10-14. This person will be responsible for promoting personal, academic, and social skill development through structured programs including educational, social, and recreational opportunities.

Position:	Preteen Assistant
Hours:	8 hours/week, 2 evenings/week (Wed/Thurs/Fri)
Wage:	ANHBC Band 4A \$16.81/hour
Start Date:	ASAP

Responsibilities:

- Assist in coordinating weekly workshops, seminars, activities, and outings
- Monitor and direct tutorial, reading, and homework sessions
- Participate in supervising, orientating and motivating volunteers
- Mediate, counsel, and act as a role model for participants
- Empower youth through actively encouraging their involvement in program planning
- Ensure the safe keeping and proper use of FHNH facilities and equipment, as well as host facilities, and equipment
- Ensure the safety and well-being of participants in the program
- Other duties as required by Preteen Coordinator

Qualifications:

- Experience working with youth aged 10-14
- Passion for working with youth 10-14 from diverse backgrounds
- Excellent program planning skills
- Ability to design and facilitate workshops
- Strong communication and leadership skills
- Current First Aid and CPR certificate
- Class 4 driver's license or willing to obtain is an asset
- Food Safe certificate and second language is an asset
- Second language an asset

Please quote "Preteen Assistant" in the email subject and apply to Shawna Mikkelsen, Director of Youth Services & 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.



Creating Our Community Together