



# Frog Hollow

NEIGHBOURHOOD HOUSE | SINCE 1968

[www.froghollow.bc.ca](http://www.froghollow.bc.ca)

2131 Renfrew Street  
Vancouver, BC V5M 4M5

T: 604.251.1225

F: 604.254.3764

E: [contact@froghollow.bc.ca](mailto:contact@froghollow.bc.ca)

## Youth Settlement Coordinator

The *Youth Settlement Coordinator* works within a high-energy, creative, collaborative team to provide a variety of academic, social, recreational and skill development activities to newcomer and preteen youth ages 10-18. Programs are held at Frog Hollow Neighbourhood House and our neighbouring schools. Evening and weekend work is required in order to meet community needs.

|                         |                              |
|-------------------------|------------------------------|
| <b>Position:</b>        | Youth Settlement Coordinator |
| <b>Hours:</b>           | 35 hours/week                |
| <b>Starting Salary:</b> | \$23.94/hour                 |
| <b>Start Date:</b>      | <b>ASAP</b>                  |

### Duties and Responsibilities:

- Oversee all aspects of youth settlement and preteen programming from planning to implementation and evaluation
- Provide academic, social, recreational, and skill development activities for local newcomer youth and preteens
- Supervise 2 Arabic Youth Workers, a Preteen Assistant, practicum students, and volunteers
- Create and implement a plan for community outreach and promotion
- Communicate with local teachers, counselors and administrators as necessary to maintain the program profile and to ensure we are meeting the needs of local newcomer and preteen youth
- Sustain existing community partnerships and develop new partnerships as required
- Provide a physically and emotionally safe environment for all program participants, staff and volunteers
- Support newcomer youth to integrate with established youth in our community
- Provide 1-1 support to preteens and youth as required
- Maintain open lines of communication with parents of participants
- Purchase program supplies and complete financial reports in accordance to approved budgets
- Complete quarterly reports per funder requirements
- Maintain accurate and confidential participant records per funder requirements
- Ensure program targets are met or exceeded on an ongoing basis
- Assist with the writing and submission of grant proposals

### Qualifications:

- Post-secondary degree in child and youth care or related degree
- 2 years of experience working with vulnerable newcomer children and youth 10-18 years of age
- Demonstrated skills in outreach, program planning, implementation and evaluation
- Strong facilitation skills; ability to lead programming for groups of 20+ youth
- Experience supervising staff and volunteers
- Exceptional organizational skills; ability to oversee operational, administrative, and financial demands of multiple programs
- Demonstrated skills in database management and report writing
- Ability to communicate inter-culturally and comfortable working in a fast-paced multi-cultural setting
- Current First Aid and CPR certification or willingness to obtain

*Creating Our Community Together*



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- Class 4 driver's license or willingness to obtain
- Food Safe certificate or willingness to obtain
- Second language is an asset

*Please submit a resume and cover letter in one pdf to  
Shawna Mikkelsen, Director of Youth Services & Communications, Frog Hollow Neighbourhood House at  
[resumes@froghollow.bc.ca](mailto:resumes@froghollow.bc.ca)*

***Applications will be considered on a rolling basis until the position is filled.  
Only short-listed candidates will be contacted.***

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