



### **Kitsilano Neighbourhood House – Family Programs Facilitator**

**Kitsilano Neighbourhood House** is looking for an enthusiastic, mature, dedicated, effective team member for the position of Family Programs Facilitator to work within our Family Resource Programs. The Family Programs Facilitator plays a key role in coordinating, developing and promoting Kits House Family Resource and Support programs. They are actively engaged in outreach to vulnerable families, training/supervision, and developing systems for participant intake, subsidy and information & referral services. This position specifically works within our Family Drop in Program that operates 5 sessions a week. Experience working with children with special needs an asset.

#### **Job Overview:**

This position is a regular part time position that works a total of 30 hours per week, dependent upon continuous funding.

- Works with the Family Support Worker to develop a program that supports the whole family by providing: information and referral, skill building and training, play-based childhood development activities, partnerships with community resources such as public health nurses, dentists and librarians, cultural celebrations, and special events
- Builds and maintains collaborative relationships with program participants and other stakeholders
- Champions a participant-directed model of service delivery; engages participants to share their skills and get involved in the program
- Assists with program evaluations and regular collection of participant feedback
- Writes program reports, collects statistics and keeps other program related documents in place
- Assists with planning, organizing and coordinating resources, equipment and supplies in order to ensure smooth delivery of the program
  - Oversees the set up of furniture and equipment for activities in collaboration with families and volunteers
  - Maintains an inventory of equipment and other materials related to activities

#### **Qualifications Required:**

- One year's recent, related experience or an equivalent combination of education, training, and experience
- Ability to promote and support a participant-directed setting, and very comfortable in front of groups
- Self-motivated, friendly and enthusiastic
- Excellent interpersonal and communication skills, both verbal and written
- Strong organizational skills and the ability to handle multiple priorities
- Ability to work independently and as part of a team
- Enjoys working with people from diverse backgrounds
- Experience working with children 0-12 years and knowledge of childhood development
- Experience working with children with special needs an asset
- Knowledge of the Neighbourhood House Model of Service Delivery and/or willingness to learn
- Working knowledge of Microsoft Office Suite, email and internet
- Knowledge of local community resources is an asset
- Certificates in CPR AND First Aid recommended
- Training in Mother Goose circle facilitation and/or willingness to learn
- Ability to speak a second language is an asset

**Job Details:**

**Salary:** \$20.39/hour + benefits

**Schedule:** 30 hours/week Tuesday-Friday shifts between 9-5:30pm and Saturdays from 9-1pm

**Expected Start Date:** April 1<sup>st</sup> 2019

**Closing Date:** open until filled

Submit resumes and cover letters to: [dianep@kitshouse.org](mailto:dianep@kitshouse.org)

Association of Neighbourhood Houses of BC (ANHBC) 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.

For more information about ANHBC and the Kitsilano Neighbourhood House, please visit [www.anhbc.org](http://www.anhbc.org).

We thank and acknowledge all applicants and will proactively contact those selected for interviews.

**ANHBC Member Houses:**

Alex NH, Cedar Cottage NH, Frog Hollow NH, Gordon NH, Kitsilano NH, Mount Pleasant NH, South Vancouver NH and Sasamat Outdoor Center