



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

Job Description: Youth Skills Program Assistant

Internal/External Posting

The Youth Skills Program Assistant will work with a high energy, creative and collaborative youth team at Frog Hollow Neighbourhood House! This exciting position is responsible for the on-going development of youth programs such as BASE, Youth Skills and Youth Advisory Committee (YAC). This position works closely with the Youth Services Coordinator to support and empower youth between the ages of 13-18. As well, this position works collectively and collaboratively with youth workers and other teams at Frog Hollow!

Position:	Youth Skills Program Assistant
Hours:	35 hours/week
Wage:	19.29- 22.81 per hour depending on experience and education plus excellent benefit package
Closing Date:	May 7, 2019

Job Purpose

The Youth Programs Assistant is responsible for providing support in the various youth programs operated at Frog Hollow Neighbourhood House. This includes providing leadership and direction to the members of the Youth Advisory Committee (YAC).

Duties and Responsibilities

BASE/ Youth Skills

- Assist in delivering workshops, seminars, activities, and outings
- Participate in supervising, orientating and motivating participants/volunteers
- Mediate, counsel, and act as a role model for participants/volunteers
- Empower youth through actively encouraging their involvement in program planning
- Maintain excellent program standards; ensure program is meeting goals and objectives
- 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
- Keep record of youth volunteer hours and maintain statistical information for reporting

Youth Advisory Committee (YAC)

Recruitment

- Draft job descriptions/terms of reference for the committee
- Recruit committee members via Program Coordinators
- Formalize a 12 person committee, consisting of two youth from each of the following programs: BASE, Youth Skills, Preteen, and Youth Settlement
- Alumni youth and/or senior youth may be recruited to fill empty seats.
- Recruit and support 15 local organizations/businesses/community groups and community members to be involved with Youth Skills YAC/year.

Creating Our Community Together



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Facilitation

- Organize and facilitate monthly YAC meetings
 - Communicate regularly with members
 - Set agendas and distribute minutes/notes
- Identify 3 YAC goals per year to be addressed via:
 - 3 Youth Week events/year
 - 1 youth project/year
 - 1 fundraising project/year

Leadership

- Support two youth to participate on the Frog Hollow Board of Management
- Support YAC members as they volunteer a minimum of 60 hours/year
- Engage Youth Coordinators and the Director of Communications and Youth Services as mentors for YAC members
- Support senior YAC members as mentors to younger members
- Engage three university/college volunteers per year

Qualifications

- Degree/Diploma in a related human/social service field
- Experience working with youth aged 13-18
- Experience as either a participant or facilitator of a youth leadership initiative
- Ability to design and facilitate workshops
- Strong communication skills
- Strong leadership skills
- Ability to work independently and as part of a team
- Strong administrative skills
- Current First Aid and CPR certificate
- Second language is an asset
- Class 4 Drivers License or willing to obtain is an asset
- Food Safe Certificate is an asset

*Please send resume and cover letter as one PDF document Arita Atwal, Acting Director of Youth Services
Frog Hollow Neighbourhood House, 2131 Renfrew Street, Vancouver BC, V5M 4M5*

Email: arita@froghollow.bc.ca

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

Closing date: May 7, 2019

Only short listed applicants will be contacted.

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