

Job Title:	Child and Youth Activity Program Coordinator
Job Details:	This is a term position (Feb. 1 – Aug 31, 2022) Evening and weekend hours maybe required.
Salary Band:	Band 8 Step Base – Program Coordinator (Level1)
Reports To:	Director, Youth & Family Programs

Purpose:

In collaboration with Alexandra Neighbourhood House staff and community partners, the Child and Youth Activity Program Coordinator will work with the UWLM School's Out program, the Youth Space, or other community programs for middle years children or youth. The C&Y Activity Program Coordinator will support children and youth to build their social emotional resilience communication skills, self esteem and civic engagement. They will also work with the children and youth to develop activities that inspire, challenge, encourage them to grow and build a spirit of community.

Key Duties and Responsibilities:

- Support children and youth with building their social emotional resilience, communication skills, self-esteem, and civic engagement.
- Working collaboratively with children & youth to develop activities that will inspire, challenge, and allow them to grow as individuals. Honour the wisdom of youth, by valuing and implementing their input.
- Work collaboratively with colleagues to ensure the safety and well-being of children and youth in their care.
- Liaise with school including principal, teachers, and admin team to support program participants.
- Support team with administrative needs, including acquiring materials, guest facilitators, and community engagement activities.
- The role will support direct service, supporting day to day program activities, as well as ensuring a vibrant, inclusive, and caring environment for program participants.

Qualifications:

- At least 2 years experience working with vulnerable children and their families.
- At least 2 years experience working with school age and youth in a social recreational setting.
- Child and Youth certification, or undergraduate education in relevant discipline (eg. Child and youth care, counselling, social work, early childhood development, etc.) or equivalent education and experience
- Broad knowledge/skills in: child development, behavioural management, program development, group facilitation, parent education, and program planning
- Experience working with school staff (principal, teachers, and admin teams) and other community service providers and ability to form strong working partnerships
- Demonstrated ability to comply with policies and procedures regarding privacy, confidentiality, record keeping, and reporting
- Knowledge of community resources available in Surrey and White Rock for children, youth and families, best practices for provision of family services and applicable legislation pertaining to the care of children and youth.
- Additional languages an asset
- First Aid certificate (Level 1 Occupational First Aid)
- Class IV driver's licence, or willing to obtain.

- Use of personal vehicle, including some client transportation(AH mileage paid), business use insurance required
- Clean Criminal record check

Skills and Qualities:

- Excellent interpersonal communication skills, especially listening skills
- Excellent written communication skills.
- Willingness and ability to work independently and as a member of a team, including a team that includes service providers from other agencies.
- Creativity, initiative, flexibility/ability to work with/adapt in a changing environment and sense of humour
- Understanding of and commitment to an assets/strength based service/program delivery model for working with families, youth and children
- Appropriate personal and professional boundaries, commitment to ethical service standards and ability to maintain confidentiality.
- Ability to maintain an unbiased attitude towards clients and their situations
- Ability to respect and work with diverse range of employees, clients, and community members including children, youth and families of all races, all religions, all cultures, all sexual orientations, all abilities and all economic levels.
- Ability to work flexible and “on call” hours.

Organizational Responsibilities: Reports to the Director, Youth and Family Programs, and/or designate.

Supervisory Responsibilities: This position may supervise volunteers and/or practicum students.

Terms: This is a term position (Feb. 1 – Aug 31, 2022), with additional hours available during the summer months in the Youth Space and/or summer day camp programs. Evening and weekend hours maybe required.

Salary: The salary is ANHBC Band 8 Step Base

Vaccination Status- Alexandra Neighbourhood House/ ANHBC is committed to protecting the health and safety of its employees and the community. Subject to legal exemptions, proof of COVID-19 vaccination status will be required for this role prior to starting employment.

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 Alexandra Neighbourhood House visit www.alexhouse.net and ANHBC, visit www.anhbc.org

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

ANHBC Member Houses: Alexandra NH, Cedar Cottage NH, Frog Hollow NH, Gordon NH, Kitsilano NH, Marpole NH, Mount Pleasant NH, South Vancouver NH and Sasamat Outdoor Center