



# 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 Services Coordinator

The *Youth Services Coordinator* is an experienced manager who leads a high-energy, collaborative team to develop and implement programs and services for youth ages 14-30. The *Youth Services Coordinator* oversees up to five youth programs with support from Youth Programmers, practicum students, youth volunteers, the Vancouver School Board, and other community partners. We are a driven and creative team that provides social and skill development activities for youth in the Hastings-Sunrise neighbourhood. This is a Fixed Term position with possibility of extension, for a total of 11 months from the hire date.

<b>Position:</b>	Youth Services Coordinator
<b>Hours:</b>	35 hours per week (including some evening work)
<b>Starting Wage:</b>	ANHBC Wage Grid Band P9, \$29.64-\$32.85
<b>Start Date:</b>	ASAP

### Duties and Responsibilities:

- Provide on-site supervision to ensure that all youth programs are safe, accessible and inviting to youth of all ethnic and cultural backgrounds
- Assist with creating and managing budgets up to \$255,000, overseeing spending across youth programs
- Assist with writing grant applications for funding, maintain relationships with funders, and complete interim and final reports for all youth programs and services
- Supervise, train, and support youth programs staff
- Conduct community outreach and engage local youth to participate in all programs
- Work collectively with FHNH staff, participants, and community services agencies to integrate youth services within all areas of FHNH and throughout our community
- Build capacity in youth to plan activities which provide opportunities for their physical, social, emotional and educational needs
- Maintain excellent program standards, conduct program evaluations, and monitor targets
- Participate in regular staff meetings and training
- Additional duties as assigned by supervisor

### Qualifications:

- Post-secondary degree in child and youth work, social work, or similar discipline
- At least 3 years of experience working with youth ages 14-30 from diverse racial, ethnic, and socioeconomic backgrounds
- Experience leading teams of staff, students, and volunteers
- Passion for youth engagement and community development
- Skilled workshop facilitator
- Demonstrated skills in outreach, program planning, implementation and evaluation

*Creating Our Community Together*



# 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)

- Demonstrated reporting skills, with grant writing skills an asset
- Excellent financial management skills
- Broad knowledge of community resources available for youth, and working relationships with local youth service providers and grassroots organizations
- Class 5 license or willingness to obtain is an asset
- Second Language is an asset

***Please quote "Youth Services Coordinator" in the email subject and submit a resume and cover letter in one pdf to***

*Rosie Forth, Acting Director of Youth Services & Communications at [rosie@froghollow.bc.ca](mailto:rosie@froghollow.bc.ca).*

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

*Only short-listed candidates will be contacted.*

The Association of Neighbourhood Houses of BC (ANHBC) is an equal opportunity employer. Our work is centered on inclusion and equity, to build social connection and to break down discrimination through community building. We strongly encourage applications from people who identify as Black, Indigenous, and People of Colour (BIPOC), individuals with disabilities, and members of the LGBTQIA2S+ communities.



*Creating Our Community Together*