



# Frog Hollow

NEIGHBOURHOOD HOUSE | SINCE 1968

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

2131 Renfrew Street  
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## Youth Settlement Coordinator

### Frog Hollow Neighbourhood House & ANHBC

Frog Hollow Neighbourhood House is a volunteer-driven, community-service organization. Our mission is to make neighbourhoods better places to live. Our goal is to enable people to enhance their lives and strengthen their communities. Our challenge is to work with communities to develop innovative programs and services that meet the changing needs of a diverse population.

The Association of Neighbourhood Houses of BC (ANHBC) builds healthy and engaged neighbourhoods by connecting people and strengthening their capacity to create change.

ANHBC is the legal entity and umbrella organization made up of eight neighbourhood houses, an outdoor camp and central services. We operate more than 300 community-based programs and services for a diversity of participants. At ANHBC, we are committed to Reconciliation, Decolonization and Anti-racism. Together with community, we build strong and supportive relationships at welcoming and inclusive sites throughout Metro Vancouver. To learn more about ANHBC, visit [www.anhbc.org](http://www.anhbc.org).

### About the Position

The Youth Settlement Coordinator works with a high-energy, creative, collaborative team to provide a variety of academic, social, recreational and skill development activities to newcomer and preteen youth ages 10-30. Programs are held at Frog Hollow Neighbourhood House, Sunrise Welcome Place, and our neighbouring schools. Evening and weekend work is required in order to meet community needs. **This is a regular full time position with excellent benefits packing including pension.**

### 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 up to 7 staff, 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

*Creating Our Community Together*



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## Qualifications:

- Post-secondary degree in child and youth care or related degree
- Minimum two 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
- Comfortable working in a fast-paced multi-cultural setting
- Current First Aid and CPR certification or willingness to obtain
- Class 4 driver's license or willingness to obtain
- Food Safe certificate or willingness to obtain
- Second language is an asset

**Start Date:** August 26, 2024

**Hours:** 30-35 hours/week, occasional evenings and weekends

**Starting Wage:** \$29.56 - \$32.73/hour + competitive benefits package including group medical and Municipal Pension Plan, 3 weeks vacation, sick time

**How to Apply:** All qualified individuals who share our values are encouraged to submit a resume and cover in one pdf by **July 26th or until the position is filled to Shawna Mikkelsen, Director of Youth Services at [shawna@froghollow.bc.ca](mailto:shawna@froghollow.bc.ca)**

The Association of Neighbourhood Houses of BC 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.

We acknowledge that our houses, camp and central services office are situated on the stolen, traditional, ancestral and unceded territories of the Coast Salish people including the Musqueam, Squamish, Semiahmoo, Kwantlen, Tsleil-Waututh, Kwikwetlem, Tsawwassen and Sto:lo Nations.



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