



K I T S I L A N O

Neighbourhood House

2305 West 7th Ave Vancouver BC V6K 1Y4 • 604.736.3588 • KITSHOUSE.ORG

Community Programmer

TERM 14 HOURS PER WEEK

MARCH 1ST 2025 - AUGUST 31ST 2025

ABOUT US

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 including Kitsilano Neighbourhood House. 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

ANHBC is currently seeking a Community Programmer who shares [ANHBC's values](#) to join our Kitsilano Neighbourhood House Community Programs team. Kitsilano Neighbourhood house is highly collaborative with a strong team framework. The right person for this position is passionate about community development, social justice and is values-aligned with our organization.

ABOUT YOU

Kitsilano Neighbourhood House is looking for an engaging, supportive, empathetic team member to work in our Community Programs specifically working with children and their families. The successful candidate will have excellent community engagement skills and the ability to cultivate a welcoming and safe environment in a diverse, multicultural, and energetic setting.

The ideal candidate will embody our core competencies:

Act with accountability, Lead with curiosity, Demonstrate self-awareness, and Build trusting relationships.



ABOUT THE JOB

Working collaboratively and under the general direction of Child and Parenting Programs Coordinator and/or the Program Manager, Community Programmer plays a key role in developing, implementing, and delivering various programs for children and families within program guidelines. A key role will be to deliver our long-standing parent and child drop-in program targeted to families of children 0-6 years. They are also actively engaged in planning, developing and evaluating the programs and community development with children and families and the objectives of these programs. This a termed part-time position of 14 hours per week starting March 1 – August 31, 2025. Opportunities may arise in the future for increased work across other community programs and or in this position.

KEY DUTIES AND RESPONSIBILITIES

- Program Implementation and Delivery
- Gather information relevant to the participant's issues, needs and risks by interviewing, observing behavior, meeting with caregivers and service providers and using a variety of inventories, checklists and questionnaires.
- Review information gathered to identify issues, needs and risks
- Develop and implement various programs within program guidelines
- Evaluate the effectiveness of the programs; report on participant's progress, resolve identified issues
- Plan, prepare and conduct individual or group program sessions
- Monitor outcomes of the program(s); maintain detailed daily, monthly and/or quarterly statistics, draft program(s) reports and keep other program(s) related documentations in place
- Liaise and coordinate between program funders, community partners and other service providers and agencies in the community
- Communicate and promote program(s) information both internally and externally
- Build, develop and maintain effective relationships with all stakeholders of the program(s)
- Assist in program administration and monitoring program(s) expenditures
- Assist in developing and preparing funding proposals for the program(s) and identify new funding opportunities
- Set up furniture and equipment for activities; maintain an inventory of equipment, tools and other materials related to activities *note this position may require lifting, pushing, pulling, boxes and equipment up to 50 lbs, as well as standing and moving for long periods during programming sessions.

COMMUNITY DEVELOPMENT

- Act as advocates for participants in the community
- Represent the program(s) and/or NH/Camp on committees and advocacy groups in the community in program(s) related areas



- Conduct social research on participants group

TRAINING AND LICENSE REQUIREMENTS

Diploma in a related human/social service/Early Childhood Education field

One year recent related experience or an equivalent combination of education, training and experience

CPR First Aid Certification

ORGANIZATIONAL RELATIONSHIPS

This position reports to the Program Coordinator and/or Program Manager of the Child and Family Programs.

SUPERVISORY RESPONSIBILITY

This position only supervises volunteers or practicum students of the program(s).

DIRECT SERVICE DELIVERY RESPONSIBILITY

This position spends vast majority of its time providing direct service to program participants and community members.

HOURS & LOCATION

This is a regular part-time position (14 hours) that requires a consistent in-person presence at Kitsilano Neighborhood House, local parks and satellite sites with **shifts Wednesdays 9:30AM-1:00PM and Thursdays 1:30PM-5:00PM**, the remaining 7 hours will be scheduled with manager with some occasional opportunities for hybrid or flexible schedule.

SALARY & BENEFITS

Vacation will be paid out in lieu at the rate of 6% of Salary.

Pay is hourly at the rate of \$24.11 – \$26.27 per hour depending on skills and experience level.

HOW TO APPLY

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.

All qualified individuals who share our values are encouraged to apply by **February 24, 2025**.

Please send resume and cover letter to:



Alicia Smith,
Development Manager(Child and Families programs manager)
AliciaS@KitsHouse.org
Subject Heading: Community Programmer – Job Posting

*****NO PHONE CALLS PLEASE*****

We thank all applicants; however, only those candidates to be interviewed will be contacted.

