

- Establish rapport, and initiate, develop, and maintain supportive and trusting relationships with vulnerable children, youth, and their families
- Co-create, develop, plan and deliver age-appropriate afterschool activities for children and youth that strengthen social and life skills in a safe, supportive and fun environment.
- Engage participants in the development of all activities working collaboratively to co-create meaningful experiences that come from the interests of the participants.
- Integrate social emotional learning opportunities supporting the children and youth to build their capacity for self-advocacy, skill building, leadership and their wellbeing.
- Integrate a culturally and trauma informed approach in all aspects of the program.
- Lead occasional special events and plan and lead occasional field trips
- Conduct outreach into the community and via social media promote the programs within the GBK Kids community.
- Oversee day to day program admin including record keeping, reporting, maintaining tracking systems, forms, and registration processes.
- Develop marketing materials to promote and build awareness of the program activities.
- Support regular program communication with families including children and youth in a variety of ways.
- Assist in planning, facilitating and evaluating groups and workshops with/for youth, life skills, recreational, cultural and social.

- Respond to any urgent needs and potential behavioral, mental health, emotional, or substance use concerns using trauma-informed practice
- Where appropriate establish professional, collaborative working relationships with community partners including BC Housing, and schools
- Practical program support, organizing, set up/take down, cleaning, supply inventory, and shopping for program supplies
- Supporting healthy snack and meal planning including menu development, purchasing and implementation of culinary cooking program.
- Other duties as required.

Knowledge, Skills and Abilities:

- Ability to establish rapport and initiate, develop and maintain supportive and trusting culturally safe relationships with children, youth and their families. Proven ability to connect with children and youth and meeting them “where they’re at”
- Ability to co-create responsive engaging social recreational programming for children, youth and families accessing afterschool programs (group based)
- Understanding the diverse needs of children and youth including marginalized youth experiencing homelessness or housing instability, living with mental health, substance use, challenging family dynamics and/or other social challenges
- Knowledge and experience in trauma-informed practice, child and adolescent development, harm reduction, mental health, substance use and system navigation, including government care.
- Ability to be flexible, resourceful, and possess good time management skills
- Effective crisis intervention, problem-solving and conflict resolution skills
- Ability to communicate professionally, both verbally and in writing
- Ability to maintain professional boundaries and comply with service standards
- Comprehensive knowledge of community resources.
- Able to work effectively independently and in collaboration with a team. Daytime and evening availability required.
- Proficiency in a second language is an asset

Education and Experience:

- Diploma, degree or attending education in Social Work, Child and Youth Care Counselling, Education, Health Sciences, or related field
- Prior volunteer or work experience with vulnerable populations
- Demonstrated experience in co-creating and program development with children and youth
- Demonstrated understanding of Cultural Safety and Cultural Humility and approaching the work through a decolonized lens.
- Personal vehicle insured for business use, minimum \$2 million liability and valid driver’s license and satisfactory current driver’s abstract (mileage paid)
- Current First Aid, CPR Certification
- Current Food safe certification
- Clean Criminal record check

Job Details:

Hours: 15 Hours per week (3 days afterschool/early evening hours)

Salary: ANHBC Band P4: \$23.59-26.14/hr

Date: August 12, 2025, **Closing Date:** Open until filled

Please submit a cover letter and resume to: **Shelley Cranstone, Director Community Development Strategy and Implementation** scransone@alexhouse.net

The Association of Neighbourhood Houses of BC 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 team and their family.

No phone calls please. We thank and acknowledge all applicants and will proactively contact those selected for interviews.