



## EMPLOYMENT OPPORTUNITY

### Afterschool Program Leader (Burnaby)

The Burnaby Neighbourhood House is a volunteer-driven community-based social service agency that provides programs and services in response to identified community needs. The afterschool program leaders are responsible for engaging with and supervising children (ages 6-12) in a busy program setting that runs outdoors. This role involves: planning and implementing daily activities for outdoor spaces, managing behaviour, providing learning opportunities and support for participants, attending to the developmental (social, emotional, physical, and cognitive) needs of participants and their families, supporting volunteers, and providing a safe and welcoming atmosphere for participants to engage in after school activities.

#### General Duties and Responsibilities:

- To promote Neighbourhood House philosophy by ensuring participants have opportunities to connect across program areas
- To supervise participants and ensure safety in the program
- To assist supervisor in planning monthly program appropriate for school-aged children
- To assist supervisor in planning a program that supports children to develop social and emotional skills
- To assist supervisor in running outdoors activities while implementing the health and safety policies and protocols for Covid-19
- To implement and evaluate program in cooperation with staff and volunteers.
- To work within budget limits
- To work with and support volunteers
- To set-up and take down the drop-in space
- To communicate with parents/caregivers on a regular basis
- To help build supportive relationships with families through special events and ongoing communication
- To participate in regular staff meetings and training sessions
- To develop positive relationships with participants and act as a role model and mentor.
- To assist with preparation and delivery of daily nutritional snack
- To supervise participants on trips away from the centre

**Qualifications:**

- Knowledge and awareness of issues surrounding diversity and inner-city communities.
- Excellent interpersonal, organizational and communication skills.
- 1-2 years' experience providing care and mature guidance to school-aged children in a program setting.
- High Five certificate. (or willing to obtain)
- Current First Aid and CPR certification.
- Current criminal record search.
- Food Safety Level 1 (free online course)
- Anaphylaxis in a Childcare Setting (free online course).
- Child and Youth Care (CYC) or similar diploma (an asset).
- Experience working with at-risk children.
- Second language (an asset).
- Class 4 Driver's License (an asset).

**Hours of Work:**

\$17.49/hr. Staff work 2-3hours per shift up to 5 shifts per week

Afterschool Program Leaders report to and are supervised by the Afterschool Team Leads and Afterschool Programs Coordinator.

Send resume & cover letter to: [simoneg@burnabynh.ca](mailto:simoneg@burnabynh.ca)

[No Phone Calls Please](#)