



## JOB POSTING

### Youth Assistant- Leadership Program

The Youth Assistant is responsible for helping the Youth Supervisor in the planning and implementation of leadership programs, and the operations of the leadership program.

#### **General Duties and Responsibilities:**

- Promote BNH Leadership programs within Burnaby community, including agencies, schools etc. in order to recruit participants.
- To assume full responsibility of program in the absence of Youth Supervisor.
- To assist youth supervisor to plan and implement for two levels of leadership, Foundations and Future Leaders around school year for youth in grades 8 to 12 including topics such as personal and career development, community networking, and volunteering opportunities.
- Provide opportunities and encourage youth to participate in ongoing community events such as community BBQ's, parades, festivals and fairs.
- Place and support youth in practical learning experiences within Neighbourhood House programs and community partners.
- To supervise participants and ensure safety in the program.
- To assist youth supervisor in planning monthly program as per level of leadership.
- To assist youth supervisor with the youth evaluation process.
- To assist youth supervisor to interview and screen potential participants.
- To assist youth supervisor with planning and booking out trips.
- To work within budget limits provided by program coordinator.
- To communicate with parents/caregivers on a regular basis.
- To participate in regular staff meetings and training sessions.
- To develop positive relationships with youth and act as a role model and mentor.

#### **Qualifications:**

- Experience working with youth in a social-recreational setting
- Experience with program planning & implementation
- Minimum 1 year experience in a community based social service agency
- Diploma or certificate in related field an asset
- Understanding of community development
- Knowledge and awareness of issues surrounding diversity and multiculturalism
- Familiarity with Neighbourhood Houses and the role they play in communities
- Excellent interpersonal, organizational and communication skills.
- Current First Aid and CPR certification.
- Current criminal record check.
- FoodSafe level 1

**Pay Rate & Hours of Work:** 19.24/per hour -- 15 hours per week.

**Accountability:** The assistant reports directly to the Program Coordinator.

**Start Date:** January 2022

**Deadline for Applications:** December 10, 2021

Thank you for your interest in this position, however, only short listed candidates will be contacted.