



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: As soon as possible

Deadline for Applications: until the position is filled

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