



EMPLOYMENT OPPORTUNITY

Junior Program Leader (Burnaby)

The Burnaby Neighbourhood House is a volunteer driven community based social service agency that provides a wide range of programs and services in response to identified community needs.

This position requires positive, energetic people who are a high school student returning to high school or full-time university/college in September. Junior leaders are responsible for implementing Daycamp activities with the senior leaders. Under the direction of the senior leaders, the junior leaders will also be responsible for supervising 15 children and provide a safe and welcoming atmosphere for participants. Junior leaders will have the opportunity to work with all ages and different senior leaders throughout the summer.

General Duties and Responsibilities:

- Promotes Neighbourhood House program integration philosophy by ensuring programs have the opportunities to interconnect and achieve client integration across program areas.
- to assist the supervisor in planning and implementing a summer program for ages 6-12
- to supervise participants on weekly out trips
- to assist the supervisor in planning theme days
- to work within budget limits
- to work with volunteers
- to talk with parents/caregivers on a regular basis
- to ensure participants are involved in a safe summer program
- to ask and receive feedback from Senior leaders
- to assist in the end of the summer day camp clean up

Qualifications:

- Knowledge and awareness of issues surrounding diversity and multiculturalism
- Completion of BNH Leadership 1 program preferred
- High 5 - PHCD certificate preferred
- Cleared criminal record check
- Documented compliance with BC's Immunization and Tuberculous control program
- A high level of functional spoken and written English skills sufficient to ensure successful communication with staff, children and parents
- Past experience in a children's recreational program
- Enrolled in school for the past semester and planning to attend in the fall
- Valid 1st Aid certification an asset

- Food Safe Level 1 an asset
 - <http://www.health.gov.bc.ca/protect/food-safety-module/files/home.htm>
 - <https://learninghub.phsa.ca/Courses/6820/healthy-eating-in-the-childcare-setting-division-of-responsibility-model>
 - Anaphylaxis in a Childcare Setting (free online course).
<http://www.allergyaware.ca/>
 - 2nd language an asset

Hours of Work: These are seasonal contract positions from June 26th-August 18th, 2023. Jr. Leaders work 35 hours per week, Monday to Friday. Applicants need to be available for the full term of their position between the hours of 8:30am-3:30pm.

Rate of Pay: \$16.75/hour plus 4% vacation pay

Direct Report: Jr. Leaders report directly to the Program Supervisor

Apply To:

Sara Shaw – Program Director

Saras@burnabynh.ca

Cover letters quoting the position you are applying for must accompany your resume.

Closing Date: June 9th, 2023

We thank all who apply however, only those candidates to be interviewed will be contacted. **No phone calls please.**

The Burnaby Neighbourhood House is a Charitable Non-Profit Organization. We are A Volunteer Driven community-funded agency with a unique focus on Neighbours supporting Neighbours