



Youth Assistant

Part-time

The Burnaby Neighbourhood House serves as a community focal point – a place where families and individuals can go to get support and services; a place where new immigrants become involved in their community and can find information and resources that will help them with their adaptation and integration into the community; where seniors and youth can gather; and where all these groups can come together in activities and events that aim to link generations and cultures and create a stronger community. It seeks the involvement and input of community members in the development and implementation of supportive programs and services. It draws residents together to create a healthier community through their involvement.

Job Description:

The primary role of the Youth Assistant is to work with the Adventure Youth Coordinator to plan and assist with a targeted outdoor program for at risk children in grades 7-9 (ages 12-15 years old). The focus of this Youth Adventure program is to increase positive adult/youth relationships, while engaging in group activities, in order for participants to reduce their susceptibility to negative influences such as engaging in drugs and gangs. In addition this position will work with the Youth Coordinator to do social and community programs with youth aged 13-18 years old. The position of the Youth Assistant requires an adaptable, organized, and experienced person who is committed to building positive relationships with participants, their families, as well as engage older youth volunteer mentors.

General Duties and Responsibilities:

- Assists 10-15 hours with a targeted program for youth, ages 12-15, who have been identified as high risk for engaging in criminal/gang activity.
- Assists 10-15 hours with our youth programs supporting community, fundraisers, and projects.
- Working with community partners, promotes program and sets up referral process.
- Assist with quarterly dinners.
- Sets up and maintains data collection and case files on each participant.
- Works respectfully and therapeutically with participants and their families.
- Takes an active, hands on role in all areas of the children's program.
- With staff team, assists children in developing positive self-concepts and healthy problem-solving skills.
- With the staff team, works to understand and implement best practices in the field.
- Ensures the physical and emotional environments are safe and positive places for youth.
- Keeps staff team up-to-date on youth's unique needs particularly concerning allergies, medical, custodial agreements, etc.
- Ensures staff and volunteers understand the philosophies and goals of the program and comply with all BNH policies and procedures.
- Demonstrates leadership qualities and role models best practices for staff and volunteers.
- Acts as a resource person to parents by being aware of community resources.
- Connects families with other BNH programs and events.
- In collaboration with staff team ensures volunteers feel welcomed and part of the team.
- In collaboration with staff team ensures volunteers' needs are being met and they are provided with opportunities to integrate their skills and talents into the program.
- Participates in community dinners and other BNH events as required.
- Other duties as required

Qualifications:

- Knowledge and awareness of issues surrounding diversity and multiculturalism.
- Excellent interpersonal, organizational and communication skills.
- Degree or diploma in recreation leadership, social service, child and youth care, community development or equivalent work/education experience
- 1-2 years experience providing care and mature guidance to youth, with an emphasis on developing therapeutic relationships with high risk youth
- Ability to lead groups of youth in indoor/outdoor recreational activities such as hiking, camping, horseback riding, swimming, rock climbing, etc.

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- 1-2 years supervising youth or volunteers
- Current 1st Aid and CPR certification
- Current cleared criminal record check
- Class 4 Driver's License (an asset)
- Current Level 1 Foodsafe certificate or Food Safety Certificate (an asset)
- 2nd language an asset
- BIPOC candidates encouraged to apply

Hours of Work:

25 hours per week, some evening and weekend work with the possibility of more hours. The duration of this position will be year round.

Starting Wage:

Starting wage is \$20.18 (depending on experience) with benefits after 3 months.

Please reply with a resume and cover letter (quoting the position you are applying for) to:

Hiring Committee
Burnaby Neighbourhood House
Email: janiceh@burnabynh.ca

Closing date: Until the position is filled

Position start date: A.S.A.P.

Location: Burnaby

This position is open to all and we thank those who apply. However, only those candidates to be interviewed will be contacted. No phone calls please.