



## Youth Adventure Supervisor

Full-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 Adventure Supervisor is to work with the Manager of Volunteers and Community Programs to plan and facilitate a targeted outdoor program for at risk youth in grades 6-8 (ages 11-14 years old). The position of the Youth Adventure Supervisor requires an adaptable, organized, and experienced person who is committed to building positive relationships with participants and their families, as well as engage older youth volunteer mentors. The focus of this preventative 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.

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

- Facilitates a program that is inclusive, dynamic, welcoming and engaging for youth who face barriers to being included in mainstream programming (i.e.- behaviour, income, ability, etc.).
- Develops and implements a program that includes weekly activities, supports to develop life skills (financial literacy, internet safety, mental health, etc) provides opportunity for mentorship with positive adult and older youth mentors, and opportunities for outdoor recreation. Supports youth in developing positive self-concepts and healthy problem-solving skills.
- Working with school and other partners to place youth who could benefit by participating in the program.
- Implements an intake process with youth and families; maintains appropriate case files in a confidential fashion
- Assists with planning and implementing monthly outdoor recreation activities
- Assists with planning and implementing quarterly family events
- Plans and implements annual camp trip
- Tracks attendance and ensures that stats are submitted.
- Works respectfully and therapeutically with participants and their families.
- Takes an active role in professional development for self and staff team
- With the Assistant, 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 youths' 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.
- Ensures all youth's files are kept up-to-date and any changes are conveyed to the staff team in a timely manner.
- 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.
- Assists with the budget and statistical data
- Assists with the preparation and submission of quarterly reports to the City of Burnaby Gangs and Guns working group.

**March 1, 2024**

- Participates in community dinners and other BNH events as required.
- Other duties as required

**Qualifications:**

- 2-3 years experience providing care and mature guidance to at-risk youth
- Strong ability to lead groups of children in indoor/outdoor recreational activities such as hiking, camping, swimming, rock climbing, kayaking, etc.
- 1-2 years supervising and supporting staff
- Current 1<sup>st</sup> Aid and CPR certification
- Current criminal record check
- Class 4 Driver's License (an asset)
- BIPOC applicants encouraged
- 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 or equivalent work/education experience
- Current Level 1 Foodsafe certificate or Food Safety Certificate (can be attained post-hire)
- Experience in administration and management in a community based non-profit
- 2<sup>nd</sup> language an asset

**Hours of Work:**

30 hours per week, Mons/Weds/Fris (2:30-7:30PM), Pro-Days, Burnaby school district breaks and some weekend work. The duration of this position will be year round.

**Starting Wage:**

Starting wage is \$22.70 (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: [simoneg@burnabynh.ca](mailto:simoneg@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.**