



## **Job Posting - Youth Program Supervisor (Part-time 22-25 hours)**

The Burnaby Neighbourhood House is a volunteer-driven community-based social service agency that provides programs and services in response to identified community needs. The Youth Program Supervisor will support youth programs that promote belonging, community engagement, life skills development, employment readiness training while providing them with the opportunity to build confidence with a strong base of theoretical and practical leadership skills.

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

- Promote BNH Youth programs within the Burnaby community, including agencies, schools and community partners
- Liaise with high school staff to recruit youth and place them in supportive and practical learning experiences within BNH programs.
- Plan and supervise programs for youth in grades 8-12, providing training and opportunities for students to develop employability skills and the necessary work experience/volunteer hours for graduation.
- Develop and maintain positive mentoring relationships with youth.
- Support youth to develop positive social relationships by creating welcoming and inclusive spaces for youth to gather.
- Provide opportunities for and encourage youth to participate in ongoing community events such as community dinners, birthday parties, festivals and fairs.
- Engage and support youth leaders in developing community projects and fundraisers.
- Facilitate the intake and placement of youth volunteers in various volunteer roles.
- Work with the Settlement team to support the integration of newcomer youth into programs.
- Support the planning and delivery of birthday parties utilizing youth in leadership roles.
- Support and work with the Youth Assistant to administer programming.
- Promote Neighbourhood House program philosophy by ensuring programs have the opportunities to interconnect and achieve integration across program areas.
- Maintain statistics and files as required by the Neighbourhood House.
- Support and assist with the Youth Adventure Program when needed.
- Perform other duties as required.

### **Qualifications:**

- Diploma or certificate in related field or equivalent experience.
- Experience supporting youth (aged 11-18 years old) in a social-recreational setting indoors, as well as on out trips.
- Experience supporting children/youth with additional behavioural needs.
- Experience with program planning, curriculum development & implementation.
- Experience training and supervising staff.
- Strong communication and organizational skills.
- High Five trainer certification (or willingness to obtain).
- Class 4 Driver's license (or willingness to obtain).
- Food safe (Asset)
- Current First Aid certification.
- Minimum of 2 years' experience in a community-based social service agency supervising programs/staff
- Understanding of community development processes and practice.
- Knowledge and awareness of issues surrounding diversity, accessibility and multiculturalism (JEDI).
- Requires evening and weekend shifts. Must be available to work during the summer months (June to mid-August).
- Ability to lift 20-25 pounds.
- There is a 3 month probationary period.

**Hours of Work:** 22-25 hours per week

**Rate of Pay:** \$23.39/hour

**Apply to:** [Simoneg@burnabynh.ca](mailto:Simoneg@burnabynh.ca)

**Deadline: Until position is filled**

No phone calls please and only short listed candidates will be contacted.