

September 2024



JOB POSTING

Afterschool Programs Coordinator – Maternity Leave Coverage

Burnaby Neighbourhood House is a non-profit organization, offering a wide range of supportive programs and services that address the diverse needs of local residents. Located on the traditional, unceded territories of the Coast Salish Nations, we are a volunteer driven community-funded agency with a unique focus on neighbours supporting neighbours.

The Afterschool Program Coordinator is responsible for overseeing three targeted afterschool drop-in programs.

General Duties and Responsibilities:

- To create and facilitate after school programming that is inclusive, dynamic and engaging for elementary school aged children who face barriers to being included in mainstream programming (ie behaviour, income, ability, etc.).
- To work respectfully and therapeutically with participants and their families.
- To promote Neighbourhood House program integration philosophy by ensuring programs have the opportunities to engage clients across program areas.
- To ensure all policies and procedures, as set by the board, are followed.
- To ensure a quality program for participants, ensuring social, physical, creative, and emotional needs are being met.
- To provide ongoing supervision, mentorship and support for staff and volunteers.
- To ensure responsible management of budget in consultation with Program Director.
- To provide monthly reports for the Board of Directors.
- Liaise with stakeholders to evaluate and modify the programs, if necessary.
- To provide initial orientation for new children.
- To provide monthly statistics as required for agency.
- Participate in community dinners and other SBNH events as required.
- Liaise with school and community staff.
- To maintain positive relationships with other groups/programs in the schools.
- To address parent concerns and resolve issues.
- Other tasks as required (staff training, evaluations, etc.) in cooperation with Director

Qualifications:

- A confident and therapeutic approach to behaviour management that is respectful and inclusive of the young participants.
- Knowledge and awareness of issues surrounding diversity and multiculturalism.
- Excellent interpersonal, organizational and communication skills.
- Completion of Child and Youth Care Diploma or degree is preferred, however a Recreation Leadership Diploma or, or completion of a combination of courses, in child development, guidance, health and safety, nutrition and leadership within a related field will also be considered.

- 2-3 years' experience providing care and mature guidance to school-aged children in a daycare or recreational setting.
- 1-2 years supervising and supporting staff.
- Current First Aid and CPR certification.
- Current criminal record check.
- Documented compliance with BC's immunization and tuberculosis control programs.
- Experience in administration and management in a community-based non-profit.
- Class 4 Driver's License an asset
- Food safe Level 1.
- Experience monitoring budgets.
- Must have own reliable transportation.
- Second language an asset.

Location: South House (4460 Beresford Street, Burnaby).

Accountability: This position reports to the Director of Children and Family Programs.

Hours & Pay Rate: 35 hours per week. Rate of pay is \$24.52 per hour. Upon successful completion of probation period, we offer 10 sick days per year, 2 weeks paid vacation, extended health benefits, RRSP benefits and professional development opportunities.

Start Date: October 21, 2024

End Date: December 19, 2025

Deadline: September 30, 2024

To apply please Email resume to: saras@burnabynh.ca

Thank you for your interest in this position, however, only short-listed candidates 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.