



Youth Coordinator - Job Description

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 Coordinator will implement a Youth Leadership program that provides four concentration streams:

- 1) Community Projects
- 2) Events/Fundraisings
- 3) Community Programs
- 4) Birthday parties.

The program will promote belonging, community engagement, life skills development and employment readiness training while providing them with the opportunity to build confidence with a strong base of theoretical and practical leadership skills.

In addition, the Program Coordinator will work with the Youth Adventure Program (YAP) Supervisor to plan and facilitate a targeted prevention outdoor program for youth in grades 6-8 (ages 11-14 years old).

Key Responsibilities and Duties:

Community Engagement

- Promote BNH Youth programs within Burnaby community, including agencies, schools in order to recruit participants.
- Establish 1 drop in time at each location (Brentwood and South) that will allow for committee meetings, training sessions, and youth connections. Coordinate meetings, training, and youth connections in both locations.
- Plan and implement a range of training opportunities that support youth to gain skills, such as working with children, financial literacy, resume writing/job search, and other leadership skills.
- Place and support youth in practical learning experiences within Neighbourhood House programs and community partners.
- Provide opportunities and encourage youth to participate in ongoing community events such as community BBQ's, parades, festivals and fairs.
- Attend all events and community dinners with youth volunteers to engage with the community and providing activities.

Administration/Coordination

- Support Youth (ages 13-18 years) through the volunteer application process (Interview, Criminal check, Policies and Program selection).
- Provide youth with certificates of completion and post-secondary reference letters.
- Maintain and complete statistics, reports and files as required by funders and the Neighbourhood House.
- Plan and implement 3 Youth Socials throughout the year that will engage youth in positive peer activities.

Sept 2024

- Plan 2 learning workshops per month that target learnings for each of the Youth Streams.
- Supervise participants and ensure safety in the program.
- Communicate with parents/caregivers/schools when needed.
- Participate in regular staff meetings at all locations and training sessions.
- Develop positive relationships with participants and act as a role model and mentor.
- Work within budget limits.
- Participate in fundraising activities that will raise \$1000 for the youth program.
- Liaise with other BNH Staff to support learning experiences for youth within program areas such as childcare, foodbank, etc.
- Support staff and volunteers and encourage learning opportunities when possible.
- Implement a yearly survey to ensure identified outcomes are being achieved.
- Staff support for other BNH programs when required.
- Work with the Settlement staff to ensure that newcomer youth are recruited to participate and are supported to be actively engaged

Qualifications:

- Experience working with youth in a social-recreational setting
- Experience working with at-risk youth (an asset)
- Experience with program planning & implementation
- Minimum 1-year experience in a community based social service agency and supervising staff
- Diploma or certificate in related field an asset
- Understanding of community development
- Knowledge and awareness of issues surrounding diversity and multiculturalism
- Familiarity with Neighbourhood Houses and the role they play in communities
- Excellent interpersonal, organizational and communication skills.
- Current First Aid and CPR certification.
- Current criminal record check.
- 2nd language (an asset)
- Class 4 Driver's license (or willing to get)
- Access to a vehicle (an asset)
- FoodSafe level 1
- BIPOC applicants encouraged

Accountability:

The Youth Coordinator reports to and is supported by the Manager of Community and Volunteer Engagement.

Full time contract position:

Rate of Pay: \$24.52/hour

35 hours per week (until end of August 2025 with possibility of extension or reduced hours)

YAP Program: Mondays, Wednesdays, Fridays

Youth Programs: Tuesdays and Thursdays

Must be able to work some weekends and evenings.

Apply to: Simoneg@burnabynh.ca

Deadline: Until position is filled

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