



## EMPLOYMENT OPPORTUNITY

### Junior Program Leader (Burnaby)

The Burnaby Neighbourhood House is a volunteer driven community based social service agency that provides a wide range of programs and services in response to identified community needs.

This position requires positive, energetic people who are a high school student returning to high school or full-time university/college in September. Junior leaders are responsible for implementing Daycamp activities with the senior leaders. Under the direction of the senior leaders, the junior leaders will also be responsible for supervising 15 children and provide a safe and welcoming atmosphere for participants. Junior leaders will have the opportunity to work with all ages and different senior leaders throughout the summer.

These positions are funding through the Canada Summer Jobs grant, applicants must meet be:

- be between 15 and 30 years of age **at the beginning** of the employment period\* (**Note BNH requirement: Jr Program Leaders need to be between 15-18 years of age**)
- be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the *Immigration and Refugee Protection Act* for the duration of the employment\*\* **and**
- have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations

\*The youth must be 15 years of age at the beginning of the employment period. The youth may be more than 30 years of age at the end of the employment period as long as the youth was 30 at the beginning of the employment period.

\*\***International students are not eligible participants.** As the objective of the CSJ program is to support youth entering the Canadian labour market, the temporary nature of an international student's time in Canada does not allow for a long-term connection to the labour market.

International students include anyone who is temporarily in Canada for studies and who is not a Canadian citizen, permanent resident, or person who has been granted refugee status in Canada. Youth awaiting a refugee status ruling, as well as those who hold a temporary visitor visa, youth visa or work visa are ineligible.

**General Duties and Responsibilities:**

- Promotes Neighbourhood House program integration philosophy by ensuring programs have the opportunities to interconnect and achieve client integration across program areas.
- to assist the supervisor in planning and implementing a summer program for ages 6-12
- to supervise participants on weekly out trips
- to assist the supervisor in planning theme days
- to work within budget limits
- to work with volunteers
- to talk with parents/caregivers on a regular basis
- to ensure participants are involved in a safe summer program
- to ask and receive feedback from Senior leaders
- to assist in the end of the summer day camp clean up

**Qualifications:**

- Knowledge and awareness of issues surrounding diversity and multiculturalism
- Completion of BNH Leadership 1 program preferred
- High 5 - PHCD certificate preferred
- Cleared criminal record check
- Documented compliance with BC's Immunization and Tuberculous control program
- A high level of functional spoken and written English skills sufficient to ensure successful communication with staff, children and parents
- Past experience in a children's recreational or child care program
- Enrolled in school for the past semester and planning to attend in the fall
- Valid 1st Aid certification an asset
- Food Safe Level 1 an asset
  - <http://www.health.gov.bc.ca/protect/food-safety-module/files/home.htm>
  - <https://learninghub.phsa.ca/Courses/6820/healthy-eating-in-the-childcare-setting-division-of-responsibility-model>
  - Anaphylaxis in a Childcare Setting (free online course).  
<http://www.allergyaware.ca/>
- 2<sup>nd</sup> language an asset

**Hours of Work:** These are seasonal contract positions from June 23<sup>rd</sup>-August 15<sup>th</sup>, 2025. Jr. Leaders work 35 hours per week, Monday to Friday. Applicants need to be available for the full term of their position between the hours of 8:30am-4:00pm.

**Rate of Pay:** \$17.85/hour plus 4% vacation pay

**Direct Report:** Jr. Leaders report directly to the Program Supervisor

**Apply To:**

Sara Shaw – Program Director

[Saras@burnabyh.ca](mailto:Saras@burnabyh.ca)

Cover letters quoting the position you are applying for must accompany your resume.

**Closing Date:** May 23<sup>rd</sup>, 2025

We thank all who apply however, only those candidates to be interviewed 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