



## EMPLOYMENT OPPORTUNITY

### Afterschool Program Team Leader - Gilmore (Burnaby)

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 afterschool program leaders are responsible for engaging with and supervising children (ages 6-12) in a busy program setting. This role involves: planning and implementing daily activities, managing behaviour, providing learning opportunities and support for participants, attending to the developmental (social, emotional, physical, and cognitive) needs of participants and their families, supporting volunteers, and providing a safe and welcoming atmosphere for participants to engage in after school activities.

#### General Duties and Responsibilities:

- to promote Neighbourhood House philosophy by ensuring participants have opportunities to connect across program areas
- to supervise participants and ensure safety in the program
- to assist supervisor in planning monthly program appropriate for school-aged children
- to assist supervisor in planning a program that supports children to develop social and emotional skills
- to implement and evaluate program in cooperation with staff and volunteers.
- to work within budget limits
- to work with and support volunteers
- to set-up and take down the drop-in space
- to communicate with parents/caregivers on a regular basis
- to help build supportive relationships with families through special events and ongoing communication
- to participate in regular staff meetings and training sessions
- to develop positive relationships with participants and act as a role model and mentor.
- to assist with preparation and delivery of daily nutritional snack
- to supervise participants on trips away from the centre

#### Qualifications:

1. Knowledge and awareness of issues surrounding diversity and multiculturalism.
2. A high level of functional spoken and written English skills sufficient to ensure successful communication with staff, children and parents.

3. Completion of Early Childhood Educator Certificate, School-Aged Childcare Certificate, Recreation Leadership Diploma or Child and Youth Care Diploma an asset.
4. 2-3 years of experience providing care and mature guidance to school-aged children in a daycare or recreational setting.
5. 1-2 years supervising and supporting volunteers.
6. Current 1st Aid and CPR certification.
7. Current criminal record check.
8. Documented compliance with BC's immunization and tuberculosis control programs.
9. Class 4 Driver's License an asset.
10. Current Level 1 Food safe certificate or Food Safety Certificate (<http://www.health.gov.bc.ca/protect/food-safety-module/files/home.htm>)
11. Healthy Eating in Child Care Setting Certificate (<https://learninghub.phsa.ca/Courses/6820/healthy-eating-in-the-childcare-setting-division-of-responsibility-model>)
12. Anaphylaxis in Child Care Setting Certificate (<http://www.allergyaware.ca/>)
13. Early Learning Framework Certificate (<http://ocr.openschool.bc.ca/course/index.php?categoryid=6>)
14. 2nd language an asset

**Direct Report:** Program Coordinator

**Hours of Work:** Program Team Leader's availability is from Monday to Friday from 2:30pm to 6:00pm.

**Starting Wage:** Starting wage is \$22.10. 4% holiday pay will be added to pay.

**Please reply with resume and cover letter quoting the position you are applying for along with copies of training certificates to:**

Hiring Committee

Burnaby Neighbourhood House Email: [saras@burnabynh.ca](mailto:saras@burnabynh.ca)

**Closing date:** Until the position is filled

**Position starts:** 8<sup>th</sup> September, 2025

**Position ends:** June 19<sup>th</sup> 2026 (Summer camp positions are available, subject to eligibility)

**Location:** Burnaby

**We thank all who apply however, only those candidates to be interviewed will be contacted. No phone calls please.**