



## EMPLOYMENT OPPORTUNITY

### Team Lead – Afterschool Programs (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 Team Lead is responsible for overseeing a targeted afterschool drop-in program. This is a low barrier program aimed at providing extra social/emotional support for participants with barriers. The Team Lead reports directly to the After School Program Coordinator.

#### General Duties & Responsibilities:

- To promote Neighbourhood House philosophy by ensuring participants have the opportunities to connect across program areas.
- To ensure all policies and procedures, as set by the board, are followed
- To oversee and ensure a quality program for participants, ensuring social, physical, creative, and emotional needs are being met
- To provide ongoing supervision and support for staff and volunteers
- To assist the coordinator in management of the budget
- To provide initial orientation for new children
- To provide monthly statistics as required for agency
- Participate in community dinners and other BNH events as required
- Liaise with school and community staff
- To build positive relationships with participants and provide on-going social/emotional support
- To maintain positive relationships with other groups/programs in the schools
- To build relationships with parents and address concerns or to resolve issues
- Other tasks as required (staff training, evaluations, etc.) in cooperation with Director

#### Qualifications:

- Knowledge and awareness of issues surrounding diversity and multiculturalism.
- A high level of functional spoken and written English skills sufficient to ensure successful communication with staff, children and parents
- Completion of Early Childhood Educator Certificate, School-Aged Childcare Certificate, Recreation Leadership Diploma or Child and Youth Care Diploma.
- 2-3 years of experience providing care and mature guidance to school-aged children in a daycare or recreational setting.
- 1-2 years supervising and supporting staff.
- Current 1st Aid and CPR certification.

- Current criminal record check.
- Documented compliance with BC's immunization and tuberculosis control programs.
- Documentation of COVID-19 double vaccination.
- Experience in administration and management in a community based non-profit.
- Class 4 Driver's License an asset
- Leadership, Administration and Management in Child Care  
(<http://www.vcc.ca/programscourses/program-areas/human-services/leadership-administration-and-management/>)
- Current Level 1 Foodsafe certificate or Food Safety Certificate  
(<http://www.health.gov.bc.ca/protect/food-safety-module/files/home.htm>)
- Healthy Eating in Child Care Setting Certificate  
(<https://learninghub.phsa.ca/Courses/6820/healthy-eating-in-the-childcare-setting-division-of-responsibility-model>)
- Anaphylaxis in Child Care Setting Certificate (<http://www.allergyaware.ca/>)
- Early Learning Framework Certificate  
(<http://ocr.openschool.bc.ca/course/index.php?categoryid=6>)
- Experience monitoring budgets.
- 2nd language an asset

**Direct Report:** Program Coordinator

**Hours of Work:** Program Team Leaders availability is from Tuesday to Friday from 2:30pm to 5:30pm

**Starting Wage:** Starting wage is \$22.1 ,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: [simoneg@burnabynh.ca](mailto:simoneg@burnabynh.ca)

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

**Positions start:** October 7<sup>th</sup> 2025

**Position Ending:** 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.**