



May 14, 2024
Internal/External Posting #YS11-24-01
Summer Youth Drop-In Leader
Full Time, Term Certain (Canada Summer Job)

Collingwood Neighbourhood House (CNH) is a not-for-profit Society serving the Renfrew-Collingwood neighbourhood of East Vancouver. CNH's mandate is to promote the well-being of the Renfrew-Collingwood community by providing leadership and working collaboratively with individuals, families, agencies and other groups to develop and support inclusive, innovative, sustainable initiatives and services that respond to the community's social, educational, economic, health, cultural and recreational needs.

CNH Youth Services Summer Jobs Pool

Please note that CNH Youth Services has multiple summer positions available. Applicants to any of these positions may be offered interviews for the other positions in this pool if their skills and experience fit the required job responsibilities.

Program Overview

The Summer Youth Program Leader will offer youth between the ages of 10-18 years the opportunity to participate in fun and engaging activities that promote positive physical and mental health, creativity, and pro-social behaviors. Activities include: recreation and sport, group games, arts and crafts, field trips, volunteer/leadership skill development, grade 8 transition and post-secondary exploration. The Program Leader will be responsible for the development, organization, implementation, and leadership of this program under the supervision of the Youth Services Program Manager.

Job Responsibilities

- Plan and supervise a diverse set of engaging recreational activities for youth between the ages of 10-18 years
- Respond to the shifting needs and assets among youth in programming post-pandemic
- Work collaboratively as part of the Youth Services Team and support the work of volunteers and co-workers
- Develop promotional and informational material to communicate to participants and parents
- Understand and follow health and safety recommendations to ensure a safe environment for the program
- Manage data entry for attendance, program summaries as required by project funders for program evaluation
- Organize, clean and maintain equipment, program space and office space
- Develop activities that promote positive physical and mental health, creativity, and pro-social behaviors
- Other duties as assigned by the Youth Services Program Manager

Level of Education

Secondary or post-secondary education with an interest in youth and social work, recreation, counselling, and/or educational studies

Preferred Qualifications and Assets

- Previous experience in leading and planning youth focused programming and workshops
- Strong interpersonal and leadership skills
- Interest or experience in working with social issues such as racism, drug and alcohol misuse, 2SLGBTQI inclusion, mental health, climate change, sexual health/identity, healthy relationships, consent, and bullying, etc.
- Understanding of specific issues facing youth today.
- Organizational and time management skills

- Ability to work independently and as part of a team
- Knowledge of community resources and services in Renfrew-Collingwood
- High Five Certificate or others that provide skills and knowledge to effectively work with children and youth
- Mental Health First Aid
- Class 4 drivers license

Eligibility

This position is funded through the Canada Summer Jobs Program and applicants must meet the specific eligibility.

- Applicant must be between 15 and 30 years of age at the start of the employment
- Applicant must 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. International students are not eligible participants.
- Have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada.
- As per the CNH Mandatory COVID-19 Vaccination Policy, you must be fully vaccinated against COVID-19.
- Before starting their work, staff must have a valid first aid certificate
- Cleared Criminal Record Search

Job Details

Salary: \$21.80/hour

Term: June 10, 2024 – August 31, 2024 (12 weeks)

Schedule: 35 hours/week, Mon-Fri or Tue-Sat, mainly between the hours of 2:30pm-9:30pm

Location: Collingwood Neighbourhood House (5288 Joyce Street, Vancouver, BC)

Application Process

As per the Collingwood Neighbourhood House Human Resources Policies and Procedures, all factors being equal, first priority will be given to eligible local and internal applicants. Equality of opportunity and diversity is important to us. We do not discriminate on the basis of race, religion, color, ethnicity, gender, sexual orientation, age, marital status, or disability.

PLEASE SUBMIT RESUME AND COVER LETTER TO:

Sanjeev Karwal

Director of Youth Services

Collingwood Neighbourhood House

5288 Joyce Street, Vancouver, BC V5R 6C9

Email: skarwal@cnh.bc.ca

Please quote reference #YS11-24-01

Closing Date: Thursday, May 28, 2024

APPLICATIONS WITHOUT A COVER LETTER WILL NOT BE CONSIDERED

*We thank all individuals who apply for this position and will contact shortlisted candidates directly.
No phone calls please.*