



**December 12, 2023**

**Internal/External Job Posting #YS19-23-01 (Repost)**

**Afterschool Program Leader – Part-Time, Term-Certain – Multiple Positions**

Collingwood Neighbourhood House's mandate is to promote the well-being of the 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.

**Job Overview**

The Afterschool Program Leader will collaboratively plan and lead after-school programs for intermediate elementary school students. Programming could include sport, fitness and physical activities, social and emotional learning, educational support, group games, mental health and self-care development and social awareness activities. Programs will run afterschool on weekdays from 3-5pm. Please note that there will be multiple positions and availability on all weekdays is not required. The program leader will be part of the Youth Services (YS) department.

**Job Responsibilities**

- Plan, lead and facilitate in-person afterschool activities that meet the program objectives and goals as identified with program supervisor
- Maintain and support a safe and positive environment for participants
- Create promotional material and collaborate with YS team to promote program activities as needed
- Attend team meetings and take part in professional development opportunities when required
- Connect and outreach to participants and families as needed to provide updates
- Track and record program attendance and summaries on a weekly basis
- Research and develop activities to support program objectives and meet the needs of participants
- Lead and support volunteer program leaders
- Support with research and needs analysis of youth in the community

**Skills & Qualifications**

- Demonstrated experience and ability working with children and youth and leading programs
- Certificates and workshops directly related to programming for children and youth
- Post-secondary education in related field or complimentary field is an asset
- Understanding and experience with topics of mental and physical health, social justice and anti-oppressive principles
- Strong interpersonal, organizational, leadership and communication skills
- Experience in supervising and managing volunteers
- Strong understanding and awareness of children and youth issues and needs
- Adaptability and Flexibility
- Standard First Aid Certification (or willingness to get one)
- Fully vaccinated against COVID-19

## **Assets**

- Positive, fun, and engaging attitude
- Training in High Five or other children and youth program delivery models
- Experience creating promotional material

## **Job Details**

Salary: \$20.25/ hour  
Schedule: Up to 12 hours per week, availability on weekdays 3pm-5pm. (preferably at least 2 days a week)  
Start Date: As soon as possible  
Location: Collingwood Neighbourhood House and Local Schools in the Renfrew-Collingwood Community

This position is covered by a Collective Agreement with CUPE Local 1936

*Successful applicant will be required to provide a Criminal Record Check (CRC). Note that a previous conviction(s) not related to this position may not exclude applicants.*

## **Application Process**

Applicants must be legally entitled to work in Canada. If you are not currently authorized to work in Canada, CNH will not consider your job application. As per the Collingwood Neighbourhood House Human Resources Policies and Procedures, all factors being equal, first priority will be given to qualified local and internal applicants. We encourage applicants with lived experience of structural inequity to apply, and in particular those who identify as Black, Indigenous, People of Colour, LGBTQ2IA+, and those living with a visible or invisible disability.

We encourage applicants to apply, even if you do not possess all of the above qualifications. We welcome applications from individuals who believe they would be a good fit for this position.

### **PLEASE SUBMIT YOUR 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 #YS19-23-01 (Repost)**

**Open Until Filled**

### **APPLICATIONS WITHOUT A COVER LETTER WILL NOT BE CONSIDERED**

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