



After School Program Coordinator

The Burnaby Neighbourhood House serves as a community focal point – a place where families and individuals can go to get support and services; a place where new immigrants become involved in their community and can find information and resources that will help them with their adaptation and integration into the community; where seniors and youth can gather; and where all these groups can come together in activities and events that aim to link generations and cultures and create a stronger community. It seeks the involvement and input of community members in the development and implementation of supportive programs and services. It draws residents together to create a healthier community through their involvement.

We are currently seeking a Coordinator for our targeted after school programs

Responsibilities:

- Creates and facilitates after school programming that is inclusive, dynamic and engaging for elementary school aged children who face barriers to being included in mainstream programming (ie/ behaviour, income, ability, etc.).
- Works respectfully and therapeutically with participants and their families.
- Leads and evaluates staff team
- Takes an active role in professional development for self and staff team
- In consultation with staff team, establishes a program which meets the individual needs of the children
- Takes an active, hands on role in all areas of the children's program
- With staff team, assists children in developing positive self-concepts and healthy problem-solving skills
- With the staff team, works to understand and implement best practices in the field
- Ensures the physical and emotional environments are safe and positive places for children
- Keeps staff team up-to-date on children's unique needs particularly concerning allergies, medical, custodial agreements, etc.
- Ensures staff understand the philosophies and goals of the program and comply with all BNH policies and procedures
- Ensures the daily program is reflective of the children attending, promotes sound nutritional principles, and allows for development in all areas (physical, emotional, etc.)
- Demonstrates leadership qualities and role models best practices for staff
- Acts as a resource person to parents by being aware of community resources
- Connects families with other BNH programs and events
- Ensures accurate records of enrollment are kept
- Ensures all children's files are kept up-to-date and any changes are conveyed to the staff team in a timely manner
- In collaboration with staff team ensures volunteers feel welcomed and part of the team
- In collaboration with staff team ensures volunteers needs are being met and they are provided with opportunities to integrate their skills and talents into the program
- Participates in community dinners and other BNH events as required
- Other duties as required

Our Mission is to make neighbourhoods better places to live.

4460 Beresford St. Burnaby, BC V5H 0B8 P: 604-431-0400 F: 604-431-9499 info@burnabynh.ca www.burnabynh.ca



Qualifications:

1. Knowledge and awareness of issues surrounding diversity and multiculturalism.
2. Excellent interpersonal, organizational and communication skills.
3. 2-3 years experience providing care and mature guidance to school-aged children in a daycare or recreational setting.
4. 1-2 years supervising and supporting staff.
5. Current 1st Aid and CPR certification.
6. Current criminal record check.
7. Experience in administration and management in a community based non-profit.
8. Class 4 Driver's License an asset.
9. Current Level 1 Foodsafe certificate or Food Safety Certificate
10. High 5 – PHCD Certificate
11. Experience monitoring budgets.
12. 2nd language an asset.

Direct Report:

Program Director

Hours of Work:

35 hours per week, some evening and weekend work. The duration of this position will be September to June with the possibility of summer program hours being available.

Starting Wage:

Starting wage is \$19.55 increasing to \$20.74 in March 2018 with benefits after 3 months. 4% holiday pay will be added to pay.

Please reply with a resume and cover letter (quoting the position you are applying for) to:

Hiring Committee
Burnaby Neighbourhood House
Email: kimberlyb@burnabynh.ca

Closing date: December 19, 2017

Position start date: January 2, 2018

Location: Burnaby

This position is open to male and female applicants and we thank all who apply. However, only those candidates to be interviewed will be contacted. No phone calls please.

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