

Gordon Neighbourhood House

Internal/External posting for

Pre-teen Girls Program Leader

FEBRUARY 2010



Gordon Neighbourhood House serves Vancouver's West End community, offering a variety of diverse programs for people of all ages and backgrounds. Gordon Neighbourhood House is an equal opportunity employer.

Job Description

We are currently seeking an experienced Pre-teen Girls Program leader to supervise the Pre-teen Girls Program. The leaders supervise pre-teens, organize the weekly out-trips and activities with input from the participants, handle cash, maintain program statistics, and work cooperatively with parents, pre-teens, and volunteers. The Pre-teen Girls Program runs on Saturdays from 1:30 pm to 4:30 pm. Staff shifts are from 1:00 pm – 5:00 pm. This position pays between \$13.49 and \$14.03 per hour, depending on qualifications.

Qualifications

- CLASS 4 license or ability to obtain one
- valid First Aid certification
- program evaluation experience
- post secondary education
- experience working with children ages 9-12
- second language an asset
- experience working with large groups of children
- experience working with children of diverse needs and abilities
- leadership skills
- an ENTHUSIASTIC, nurturing, confident personality

Other

PLEASE NOTE: All qualifications being equal, priority will be given to internal applicants within the Association of Neighbourhood Houses

Only those short-listed will be contacted

Deadline: February 23rd, 2010

Please e-mail or fax resume and cover letter to:

Anna Verspoor, Family and Youth Program Manager

Gordon Neighbourhood House

Fax: 604-683-4486

anna.verspoor@yahoo.com

NO PHONE CALLS PLEASE!