



**SPENCE**  
Neighbourhood  
ASSOCIATION

Spence Neighbourhood Association  
**EMPLOYMENT OPPORTUNITY**

## **BUILDING BELONGING ASSISTANT COORDINATOR**

**Spence Neighbourhood Association is looking to fill a full-time Building Belonging assistant coordinator.** Building Belonging is an after school program which works on building connections between the community and its children. The program, for kids ages 6-12 years old, runs from Monday to Friday 3:30- 5:30pm at the MERC (430 Langside St.). We are looking for an individual who is very organised, motivated, takes initiative and actively engages with kids' programming.

### **Primary responsibilities include:**

- Planning, organising, and facilitating daily after-school programming for 6-12 year olds
- Work side by side with BB coordinator to run the Building Belonging program
- Finding ways to build belonging – connecting kids to the community, the people in their community and helping them play a role in making it a good place to live through the programming
- Planning, grocery shopping, preparing, and serving a daily healthy meal for 30-50 children
- Keeping record of and reporting monthly on volunteer hours, attendance, and activities ●
- Communication with staff, volunteers, and families
- Transporting children daily to and from school/home
- Family engagement in programming and special events

### **Desired qualifications:**

- Must have experience organising programming for 6-12 year olds
- Must have education or training in coaching, teaching or recreational programming
- Must be able to provide clear direction and feedback to volunteers, participants, and practicum students
- Must have an in-depth understanding of inner-city communities
- Must be able to communicate both verbally and in writing
- Must enjoy teamwork and be willing to assist other youth program leaders
- Must be able to provide a current criminal record check and child registry check
- Must be able to work afternoons/evenings
- Current First aid and CPR training are assets
- Must have a Driver's Licence
- Creativity and ambition are asset

### **Assets:**

- Leadership skills
- Organisation skills and abilities

### **Hours and remuneration:**

The Employee agrees to fulfill a 37.5 hour work/ week. SNA agrees to pay \$18-21 per hour for a 37.5 hour work week on a bi-weekly schedule, with hours paid as worked. Required CPP, EI, and tax deductions will be made and employer contributions will be paid. Required CPP, EI, and tax deductions will be made and employer contributions will be paid.

Responsibilities may require flexible hours to be worked (i.e., evenings and weekends). However, regular hours will be between 11 am and 6:30 pm Monday to Friday.

**The Spence Neighbourhood Association would like to encourage applications from qualified candidates who reflect the diversity of our community. The Spence Neighbourhood Association highly encourages Indigenous People, Newcomers, People of Colour, Women, Members of the 2SLGBTQ\* Community, residents of the West End, and individuals with lived experience, as it pertains to this role, to apply.**

<b>DEADLINE FOR APPLICATION:</b>	Until the position is filled.
<b>SUBMIT RESUME &amp; COVER LETTER TO: Spence Neighbourhood Association</b>	Attn: Allison Besel 430 Langside St. Winnipeg, MB R3B 2T5 Email: buildingbelonging @spenceneighbourhood.org

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