



**Position:** Youth Worker

**Hours:** Part-Time

**Location:** Mackie's Place (Surrey, BC)

**Contact:** Gemma Stobbe – [gemma@mackiesplace.com](mailto:gemma@mackiesplace.com)

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### **Position Summary**

The Youth Worker's primary purpose is to build connections with youth and provide them with various types of support. Youth Workers are also responsible for facilitating all programs and activities that take place in the hub; activities may include sports, job skills training, games, homework assistance, and more. Every youth worker has the opportunity to facilitate activities that fall within his/her strengths and interests. This position offers flexible part-time hours (daytime and/or evening) between Monday and Friday.

### **Responsibilities**

- Facilitate youth activities in the hub
- Maintain organization and cleanliness of the hub
- Engage with youth in conversation, build connections, and provide support
- Communicate with all youth workers to ensure that everyone is aware of events and/or issues that occur in the hub
- Identify areas where volunteers could be used and assist Favian in making volunteers feel welcomed and comfortable in the hub
- Facilitate connections between youth and volunteers

### **Capabilities**

- Confident and approachable with strong leadership skills
- Excellent communicator
- Passionate about seeing youth thrive
- FoodSafe, First Aid, and/or CPR certification are an asset
- A diploma or degree in human/social services or related discipline, or an alternative combination of education and experience with youth
- Criminal Record Check for Children and Vulnerable Adults (provincial) required



**Position:** Administrator

**Hours:** Part-Time (20 hours/week)

**Location:** Remote, but available for meetings in Surrey, BC

**Contact:** Favian Kleine – [favian@mackiesplace.com](mailto:favian@mackiesplace.com)

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### **Position Summary**

The Administrator will work as a partner to our Human Resources Director, Favian Kleine. He or she will handle all administrative requests and maintain consistent communication with Favian. Attention to detail and excellent organizational skills are vital to this role. The Administrative position offers flexible part-time hours and the opportunity to work from home.

### **Responsibilities**

- Develop and maintain a file system
- Write emails, memos, letters, and forms
- Plan meeting agendas and take detailed meeting minutes
- Handle administrative tasks involved with volunteers (ex. criminal record searches, reference checks, filing, etc.)
- Manage contact lists and act as a point of contact for volunteers

### **Capabilities**

- Organized and detail-oriented
- Skilled in implementing structures and systems
- Highly self-motivated
- Able to meet deadlines
- Works well individually and in a team
- Proficient in Google Suite, Word, and Excel
- Excellent communicator