



United Way
British Columbia



**LITTLE MOUNTAIN
NEIGHBOURHOOD HOUSE**
NEIGHBOUR HELPING NEIGHBOUR

Canada



This program is funded by the Government of Canada
and the Province of British Columbia.

Volunteer and Events Assistant – High Intensity (240 Hours) United Way Work Experience Opportunities Grant (WEOG) 2026-2027

Little Mountain Neighbourhood House Society (LMNHS) has been an integral part of the Little Mountain/Riley Park communities for the past 45+ years, providing free or low-cost social support programs for older adults, families, children, and youth. Rooted in social justice values, we facilitate social connectedness and target our programs to the whole community. LMNHS provides social, educational, cultural, and recreational programs and initiatives that strengthen neighbourhood life for a diverse group of community members.

The **Volunteer and Events Assistant** is responsible for assisting with the organization, preparation, and execution of events and training, mentorship, and development of volunteers. The **Volunteer and Events Assistant** brings creativity and enthusiasm to the volunteer services and events hosted by Little Mountain Neighbourhood House.

Duties and Responsibilities

- Assist in the design, creation, and evaluation of training materials for volunteers
- Assist in the organization, preparation, execution of events, including tabling at other community events, and hosting organization wide-events
- Work with staff house-wide to ensure coordination of training and onboarding, and event coordination
- Develop summer community engagement opportunities
- Develop trusting relationships with volunteers in providing integral training and support

Qualifications

- A valid clear criminal record check (including working with vulnerable populations) is required.
- Familiarity with Microsoft Suite (including Outlook, Teams, Word, Excel and MS Forms).
- Demonstrates ability to work independently and in a team environment, takes initiative and is resourceful
- Facilitation and experience and/or interest to learn
- Punctual and Reliable team player
- Demonstrates strong organizational and time management skills to coordinate volunteer orientations and event schedules.



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About this funded opportunity:

Please note that this Work Experience Placement will receive a stipend. This is not a wage or salary. This position is funded by the United Way Work Experience Opportunities Grant (WEOG) and is open to individuals who receive:

- BCEA recipient or qualified to receive assistance under the Employment and Assistance Act; or
- On disability assistance or qualified to receive assistance under the Employment and Assistance for Persons with Disabilities Act; or
- Hardship Assistance (HA) recipients
- Income assistance through the Person with Persistent Multiple Barriers to Employment (PPMB) benefit
- Qualified to receive assistance from a Treaty First Nation that is funded through the Federal Department of Crown-Indigenous Relations and Northern Affairs Canada; or
- Qualified to receive assistance from a First Nation Administering Authority that administers an Income Assistance Program on behalf of Indigenous Services Canada.
- Each participant must be legally able to work in British Columbia.
- Indigenous people receiving equivalent federal assistance, can participate in work experience projects that occur only on Indigenous reserves or Treaty Lands.

Total grant hours: 240 hours; total maximum stipend

Working Days: Monday to Friday (~20 hours/week)

Anticipated working hours: 10:30am-2:30pm

Eligible participants will receive a monthly stipend as remuneration. The maximum stipend for this work experience will be \$3,600 in total.

Anticipated Start Date: June 15th, 2026

Anticipated End Date: September 3rd, 2026

This work experience opportunity will remain open until filled.

To apply and/or if you have any questions, please email us at WEOG@lmnhs.bc.ca