



**Boys & Girls Club
of Airdrie**

**After School Program leader
Part time 18 hours.
Club Programs, Irricana Location**

Do you have a passion for working with some amazing children (Kindergarten-grade 5) in our community?

Boys and Girls Club of Airdrie is looking to hire a dedicated After School Program Leader at our Irricana Clubhouse Location!

Our Mission

To provide a safe supportive place where children and youth can experience new opportunities, overcome barriers, build positive relationships and develop confidence and skills for life.

The Boys and Girls Club of Airdrie invites you to join our amazing team, supporting children's programs during the Afterschool and Evening Hours! We are seeking a program leader at our Irricana Location, for the 2021 year!

About the Opportunity

This position seeks to employ fun, energetic, outgoing and dedicated childcare workers to not only support our after-school care program, but also be a positive and engaging role model in the lives of children and families we support.

Reporting to the Coordinator of Children's Programs and the Manager of Children's Programs and Community Support Services, the Program Leader is responsible for assisting Leadership and Management staff in the facilitation, and evaluation of the Afterschool Programs and evening programs at our Irricana Location.

Duties:

- To prepare and deliver daily snacks (Afterschool Program).
- Assist in preparation of programs, including games, crafts, out-trips and evaluations.
- Assisting the supervision and safety of all participants involved in the program.
- To be actively involved in all aspects of program implementation.
- To provide appropriate leadership and role modeling at all times to program participants.
- To assist in maintenance of facility and equipment.
- To follow agency policy and procedures
- Attended mandatory staff meetings
- Ability to successfully complete recommended training as required by Boys and Girls Club of Airdrie.
- To volunteer for a minimum of (1) internal fundraising event per operational year for the organization.

Hours of Work

- Hours are part time- 18 hrs per week.
- Evening Programs- Days to be determined based on registration 6:00pm-8:00pm.
- After School -Monday- Thursday 4:00pm-6:00pm Friday 1:00pm-6:00pm.
- Hours vary based on Professional Development Days (as staffing requires) 8:00am -5:00pm
- This position begins once successful candidate is identified



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Qualifications

- Experience working with children in a childcare environment and ability to provide references.
(Childcare Level 1 certificate an Asset.)
- Experience working within a positive team environment.
- Demonstrated ability to engage with children and their families.
- Effective communication skills including written documentation and verbal collaboration.
- Knowledge of child development and developmental assets.
- Energetic and flexible, with the ability to adapt to a variety of situations
- Reliable vehicle
- Current Standard First Aid
- Ability to produce clear RCMP Criminal Record Check, Children and Youth Intervention Record Check
- Child Care Certification, Child Development Assistant is considered an asset but will be requested to obtain with the support of the organization, upon hire.

Rate of Pay:

- Rate of pay is 16.00 per hour.