

**Two (2) Evening Program Leaders
JR Chef & Construction Zone
Children's Programs – Carstairs Location**

Welcome to the BGC **Carstairs**, a **Satellite Branch of BGC Airdrie**, a partnership with FCSS Carstairs. We are a place where "Opportunity Changes Everything." BGC Carstairs is looking to hire 2 dedicated, activity specific Program Leaders for our upcoming Fall Programs. Please take a moment to review this exciting opportunity we have available.

Interested in applying?

Please follow the steps outlined below and thank you for your interest!

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.

About the Opportunity

This position seeks to employ experienced, creative, energetic, outgoing and dedicated childcare workers to facilitate our activity-based evening programs for Fall 2022, in the Carstairs Community.

Reporting to the Manager of Children's Programs, and the Director of Children's Programs, the Program Leaders are responsible for the following;

Duties:

- To prepare and deliver two, 6-week evening programs for the BGC Airdrie/Carstairs branch.
- Assist in preparation of programs, including games, crafts, and program evaluation
- Assist in 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 to our program participants
- To assist in maintenance of facility and equipment
- To understand and adhere to agency policy and procedures
- Attend mandatory staff meetings and professional development training
- To volunteer for a minimum of (1) BGC fundraising event per operational year, for the organization.

Hours of Work

Dedicated to providing **a total of 25 Hours per position. Two positions are being hired for at this time.**

Evenings 6:00-8:00 with dates TBD for October and November.

One to two evenings per week for 6 weeks, for each program.

Programs include;

- **JR Chef Cooking Program:** 6 weeks of Kitchen Safety and learning how to cook and bake up delicious recipes.

- **Construction Zone:** 6 weeks of inspiring your inner architect in our interactive maker space! Lego building challenges, STEM programming, play based, hands-on activities and so much more!
- Potential for more hours on PD Days, pending at this time.

Qualifications

- Must be 18 years of age with childcare experience to qualify.
- Reliable transportation.
- Current Standard First Aid
- Experience working with children in a childcare environment and ability to provide references.
- Education Assistant or Alberta Childcare Certification 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
- Ability to produce clear RCMP Criminal Record Check with Vulnerable sector

Rate of Pay:

- Rate of pay is \$16.00 per hour.

To Apply

Please send your cover letter and resume to the Manager of Children's Programs Alyssa Friesen at afriesen1@bgcairdrie.com. Those who are being considered for the position will be asked to participate in an interview.