



Airdrie Club

Youth Program Leader 40 hours–Youth Centre
Seasonal Position from now- June 21, 2024, with the possibility of summer employment

Position Summary

This position seeks to employ an individual who is 18+, fun, energetic, outgoing and dedicated youth worker to support our Evening Programs, in Airdrie and also be a positive and engaging role model in the lives of youth and families we support.

Reporting to the Manager of Youth Services, the Youth Centre Program Leader is responsible for assisting the Youth Engagement Worker and Full time Youth Program leader in the creative planning, effective and engaging implementation, and critical evaluation of Afterschool Programs, evening programs and/or special events. This position requires availability in the afternoon and evening hours to accommodate the needs of the youth within our community.

Our goal is to ensure that programs developed engage our youth, address healthy and positive development and provide members with a sense of belonging to ensure that all programs and services are relevant to the needs of the participants and the core values of the BGC Airdrie Club.

The program leader may also be requested to be available to provide support and shift coverage within the organization, as needed.

Duties:

- To prepare and deliver daily snacks (Drop-in afterschool Program).
- Assist in preparation and planning 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 (cleaning, sanitizing, shared custodial tasks)
- To follow agency policy and procedures
- Attended mandatory staff meetings
- Ability to successfully complete recommended training as required by BGC Airdrie Club.
- Other duties as required

Hours of Work

- This position is seasonal, following the school calendar.
- When evening programs are running- Monday- Thursday 12:00pm- 8:00pm and Friday's 1:00pm- 5:00pm.
- During times when there are no evening programs Mondays- Thursday 1pm-6pm and Friday 9:00am 5:00pm.
- 40 Hours of work/ week

Qualifications

- Experience working or volunteering with youth.
- Childcare level considered an asset.
- Experience working within a positive team environment.
- Demonstrated ability to engage with youth 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
- Current Standard First Aid



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- Ability to produce clear RCMP Criminal Record Check, Children and Youth Intervention Record Check
- Class 5 Drivers license (drivers license for 5+ years)
- Reliable, insured vehicle.

Rate of Pay:

- Rate of pay \$18.00/ hr

If interested in applying please send resume and cover letter to Manager of Youth Programs, Sam Morros at smorros@bgcairdrie.com or submit your application through Indeed.