



Before & After School Program Leader – Irricana Location Part Time 15 hours/week

Welcome to the BGC Irricana Club. We are a place where "Opportunity Changes Everything."

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 fun, energetic, outgoing, and dedicated childcare workers to not only support our afterschool care program, but also be a positive and engaging role model in the lives of children and families we support. Note there is a possibility of full-time summer employment if you are within Canada Summer Jobs age equivalency.

Duties

Reporting to the Manager of Children's Programs, the Program Leader is responsible for assisting the Lead of the Club in the facilitation, and daily operations of the Afterschool Programs and Evening programs (as offered) at our Irricana Club Location.

- To prepare and deliver daily snacks
- 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 Irricana fundraising event per operational year, for the organization.

Hours of Work

- Supporting programs where needed during morning, after school, evening, and PD Day Programming.
- Club After School Hours are school days, Monday to Thursday 2:30-5:30pm
- Fridays 12:30-5:30pm
- Evening Programs (6:00-8:00pm), as offered in the Community.
- Hours vary based on Professional Development Days (as staffing requires) 8:00am -5:00pm

Qualifications

- Current Standard First Aid
- Experience working with children in a childcare environment and ability to provide references. **(Childcare Level 1 certificate an Asset.)**
- Ability to produce clear RCMP Criminal Record Check with Vulnerable sector
- 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

Rate of Pay:

- Rate of pay is \$16.00 per hour
- There is a three-month probationary period for this position.

How to Apply

If you are interested in this position, please send your resume and cover letter to Aly Friesen, Manager of Childrens Programs and Services at afriesen@bgcairdrie.com