



Boys & Girls Club Services
of Greater Victoria

Volunteer Position Description Community Clubs Program Leader Volunteer

Position Summary:

Under the direct supervision of the Community Club Program Coordinator the Program Leader is responsible for relationship building and assisting with behavior management for children and youth within our community clubs. The Program Leader assists with group facilitation and implementing predetermined programs while complying with licensing standards and agency policy and procedures. The Program Leader assists in ensuring that the predetermined programs align with the Boys & Girls Club core values, empowerment, inclusion/opportunity, collaboration and speaking out.

Reports To: Community Club Program Coordinator (or designate)

Duties and responsibilities:

Group Facilitation

- Assists in implementing structured, creative age-appropriate programs
- Ensure the supervision and safety of all participants by being aware of the environment around you
- Assisting in developing, planning and implementing special events within program (as needed)
- Participate in a program evaluation

Behaviour Management

- Understand and maintain consistency by following club guidelines/policies in regards to behavioral management
- Understand and adhere to specific individual club rules
- Follow plan given by Programmer in regards to roles and activity planning for your designated shift.
- Employ preventative strategies and use a strength-based approach when interacting with participants
- Understand the stages of child development
- Use clear and concise age appropriate language
- Be enthusiastic and role model when leading activities
- Understand and follow the learning theory approach (visual, verbal and tactile/experiential) when interacting with participants
- Actively engage and participate in activities as well as identify un-engaged participants and support them in finding an activity
- Determine healthy boundaries

Relationship Building

- Interact and engage with the participants
- Work to establish and maintain a relationship with participant and families
- Role model communication and relationship building among staff

Health and Safety

- Understand and adhere to agency policies and procedures, licensing regulations and family and staff handbooks
- Identify and address health and safety concerns with other staff members immediately
- Understand club and out trip emergency procedures
- Conduct regular headcounts
- Read and review membership forms with special attention to medical information and approved parental pickup
- Help with the preparation, clean up of activities and snacks
- Adhere to club specific daily cleaning schedule/routine i.e. Sanitize toys, dishes, sweeping, garbage etc.
- Follow daily maintenance of the building according to the schedule
- Report damages to equipment to Programmer
- Use equipment and supplies appropriately
- Attend regularly scheduled meetings and training
- Help Programmer to conduct emergency drills monthly
- Maintain an organized and tidy work environment (clubs, office and bus)

Qualifications:

- Relevant post secondary education in a related field (minimum of 20 hours in child development, guidance, health and safety, or nutrition) an asset
- Minimum one year experience working with children and youth ages 5-14 an asset
- Excellent communication skills both written and verbal
- Current first aid and CPR certification an asset
- Medical note, stating “physically and psychologically capable of working with children”
- Experience in adventure-based/experiential learning an asset

Position Skills and Competencies (knowledge, skills and attitudes):

- Demonstrate ability to implement and/or assist with daily activities and events for participants in an exciting and engaging manner
- Demonstrate ability to problem solve and take initiative
- Demonstrate ability to work effectively with others in both group and one to one setting
- Demonstrate effective written and verbal skills
- Demonstrate behaviour management and group facilitation skills with participants
- Demonstrate effective conflict resolution skills
- Demonstrate reflective practice and critical thinking skills
- Demonstrate ability to work independently and as part of a multidisciplinary team
- Demonstrate organizational and time management skills
- Willingness to seek supervisory feedback

Working Conditions:

The work is in a noisy and active environment and the employee will need to be attentive and focused on the group of youth for the duration of the program. This position also works with youth who exhibit challenging behaviours.

Position is located at various locations including Harbourside, Vic West Community Centre, Millstream, Central Saanich and Metchosin.

Position Information:

Position Length: September to June

Hours: Variable – up to 20 hours.

Volunteer Name

Volunteer Signature

Date

Manager

Manager Signature

Date

Annual Review:

Year:			
Reviewed by:			
Date Reviewed:			
Approved by:			
Date approved:			

Review of code of ethics completed: _____

Review of emergency policies completed: _____

Review of new policies completed: _____

Review of strategic plan completed: _____

Completion of evaluation: _____