

## External Position Posting – On Going, General On Call Program Leader – Community Clubs

The Boys & Girls Club Services of Greater Victoria's mission is to provide safe, supportive places where children, youth and families experience opportunity, overcome barriers, develop skills, positive relationships and confidence for successfully leading their lives and communities. We provide social, recreational and developmental services to children, youth and their families that support all aspects of our mission. The Agency supports practice through a trauma informed lens, placing priority on participant safety, choice and self-determination. All Boys & Girls Club programs support participant empowerment and skill development. The Boys & Girls Club operates accredited programs approved by the Commission on Accreditation of Rehabilitation Facilities (CARF).

**The Role:** Under the direct supervision of the Team Lead, the Program Leader is responsible for the direct delivery, engagement, and supervision of designated daily programs. The program includes: After school youth drop-in programs and evening programs.

### **Key Duties and Responsibilities include:**

The Program Leader is expected to build relationships with children, youth, and families within their designated programs. The Program Leader is responsible for preparing and implementing programs while complying with Agency policy and procedures. The successful candidate will bring to their role energy, creativity, dependability, organization, a passion for empowering all children, and a general attitude of support to the Boys and Girls Club as well as the community served.

### **Qualifications and Requirements to be considered:**

- Proof of a minimum of 20 hours of training or courses in one of the following areas: child development, guidance, health and safety, or nutrition. – *Documentation will be required should you be asked to interview*
- Minimum one year experience working with children and youth ages 10-18
- Demonstrated a preventative approach to behavioral management
- Demonstrated ability to implement daily activities and events for youth in an exciting and engaging manner
- Demonstrated experience in relationship building and working with diverse family systems
- Ability to effectively communicate within a team setting
- Current First Aid & CPR certification, mandatory

### **Terms of Employment:**

- Satisfactory criminal record check
- Hours: Variable
- Compensation: \$16.00 per hour plus 6% vacation pay

### **To Apply:**

#### **Submit resume and cover letter by email only**

- **Only applications provided electronically will be accepted.**
- **Clearly state position title that you are applying for in cover letter**
- **Email: [employment@bgcvc.org](mailto:employment@bgcvc.org)**

***We thank all who apply. Only short listed candidates will be contacted.***