



Boys & Girls Club  
Services of Greater Victoria  
A good place to be

## Position Posting Harbourside Community Club - Team Lead

**Posted: June 8, 2017**

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. We acknowledge the Lkwungen, W̱SÁNEĆ, T'sou-ke, M̱Álexeł and Scia'new people, whose traditional territories we live and work upon each day. The Boys & Girls Club operates accredited programs approved by the Commission on Accreditation of Rehabilitation Facilities (CARF).

**The Role:** The Team Lead builds positive relationships, supervises and trains staff, keeps great records and writes reports, plans the programming and facilitates the program, all while overseeing the overall safety and risk management of designated daily programs. The Team Lead also serves as the Licensee/Site Manager of the facility, as per the VIHA Community Care and Assisted Living Act. The program is within a licensed group child care for school age children, Kindergarten to Grade 5. The position involves frontline work in Before and After School Care, Professional Development Day Programs, and Winter, Spring, and Summer camp programs.

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

The Team Lead is expected to build relationships with children, youth and families and other community partners involved in the program. The position responsibilities include:

- supervision and training of Club staff
- working frontline with children
- preparation, implementation, and review of programs
- safety and risk management
- record keeping
- data entry
- a sound understanding of VIHA's licensing regulations
- developing relationships with community organizations and members
- lead staff person and contact for the overall daily operations of the facility.

The successful candidate will bring to their role energy, organizational prowess, accountability, flexibility, strong leadership, creativity, 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:**

- Relevant post-secondary degree in a related field or equivalent combination of education, training and experience (Minimum of 20 hours of training or courses in one of the following areas: child development, guidance, health and safety, or nutrition)
- Meet all necessary VIHA licensing requirements to be the onsite manager
- Minimum two years' experience working with children and youth ages 5 - 12
- Clear understanding and experience with the "Community Care and Assisted Living Act" and the "Child Care Licensing Regulations"
- Ability to work independently and prioritize work tasks with exemplary organizational skills
- Excellent communication skills, written and verbal
- Demonstrated accomplishments in innovative program planning
- Experience with preventative strategies for guiding children's behaviour
- Excellent computer and file managements skills

- Demonstrated success developing relationships with children, youth, families, and community members and organizations
- Class 4 driver's license (or ability to obtain)

### **Terms of Employment:**

- Satisfactory criminal record check
- Start Date: ASAP. This is a permanent position.
- Approximate Hours: up to 40 hours per week (8.5 hrs - admin & 26.25 hrs – frontline; 7:00am – 9:00am and 2:30 – 5:45pm-school year); plus Pro D Days & Holiday Camps
- Compensation: \$17.75 per hour plus 6% vacation pay
- Generous benefits package includes: health, dental, vision, life insurance, critical illness insurance, and healthy living bonus

### **To Apply:**

**Submit resume and cover letter by email only- position is open until filled.**

- Clearly state position title that you are applying for in cover letter
- Email: [employment@bgcvc.org](mailto:employment@bgcvc.org)
- *We thank you for your interest in this position. Only short listed candidates will be contacted.*