



Irricana Program Leader / 30 hours per week After School, Evenings, PD Days, and Keystone Leadership

Welcome to the BGC Airdrie/Irricana. We are a place where “Opportunity Changes Everything.” BGC Irricana is looking to hire a dedicated Program Leader for our upcoming programs at our BGC Irricana Location. Please take a moment to review this exciting opportunity we have available.

Interested in applying?

Please follow the steps outlined below and thank you for your interest!

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 worker 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. 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, PD Day and Evening programs (as offered) at our Club Location.

Duties:

- 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 fundraising event per operational year, for the organization.
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Hours of Work

- Hours will be divided into 2-3 evenings per week as Evening Programs are offered
- Club After School Hours are school days, Monday to Thursday 2:30-6:00pm
- Fridays 12:30-6:00pm
- Hours vary based on Professional Development Days (as staffing requires) 8:30am - 4:30pm.
- This position can start on January 3rd, 2023

Qualifications

- Current Standard First Aid or willing to obtain within 6 months
- Experience working with children in a childcare environment and ability to provide references
- Childcare Level 1 certificate an Asset or willing to obtain
- Experience working within a remote, yet 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
- Ability to produce clear RCMP Criminal Record Check with Vulnerable sector
- Children and Youth Intervention Record Check

Rate of Pay:

- Rate of pay is \$16.00 - \$18.00 per hour pending education & experience
- There is a three-month probationary period for this position

To Apply

Please send your cover letter and resume to the Manager of Children's Programs Alyssa Friesen at afriesen1@bgcairdrie.com and Cassandra Clem, Director of Childrens Programs and Services at ccllem@bgcairdrie.com
Those who are being considered for the position will be asked to come in for an interview.