

## **Full Time Program Leader**

### **Irricana Location**

#### **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!

#### **Position Details**

Reporting to the Children's Program Manager – BGC Airdrie Club.

We are seeking a positive, and engaging, Full Time Program Leader to fill this position, as you will leave a lasting impression in the lives of the children and families we serve in the community if Irricana!

The Program Leader will be responsible for all planning, implementation and evaluation of social recreational programs offer through BGC Irricana, for children aged 6-12 years old, focusing on social skill development and individual self-esteem enhancement.

#### **Key Responsibilities**

##### **Program Delivery**

- Deliver social recreational programs for children and children aged 6-12 years old focusing on social skill development and individual self-esteem enhancement. (including summer camps and all BGC Irricana Programming).
- Program Delivery including setting up and taking down stations, games, crafts, or special guests.
- Be able to work independently if client numbers only require one staff member.
- Be punctual and dedicated to your hours of employment.
- Establish, maintain and model appropriate personal boundaries with children, youth, parents, and co-workers.
- Support children with problem solving, compatibility, and conflict resolution..
- Maintain current knowledge and practise of all relevant plans, policies, and procedures established by the BGCA.
- Respect and protect the privacy of information relating to all company clients, employees, and business affairs.
- Ability to work in changing weather conditions through appropriate clothing and work attire.
- Maintaining accurate budget for the program operations.
- Ability to transport yourself to local school divisions, or other communities in the area to facilitate programs as requested by other service providers.

## **Communication and Teamwork**

- Engage in positive communication with children, and their families, especially during times of conflict, modeling strength and confidence in handling conflict between your team, and parents, in a professional and ethical way.
- Strength in written documentation such as attendance records keeping and documenting any critical events that may have taken place each day.
- Regularly communication with Management.
- Must attend mandatory staff meetings as facilitated by BGC Airdrie Club
- Support the Licensing process for the program site where needed.
- Must be able to support organizational fundraising events that encourage community connections, and grant funding for the BGC Irricana Club.

## **Health and Safety**

- Child Supervision: This includes safety, supervision, and monitoring of children at all times during programming.
- Facilitate and track safety drills as directed by BGC Airdrie and BGC Canada.
- Daily maintenance and cleanliness of The Club including deep cleaning and sanitization of all common spaces and items used to ensure we are on top of Alberta Health Standards.

**\*\*\*Other duties as requested to support BGC as an Organization.**

## **Qualifications**

- Child Care Diploma, Degree, considered an asset.
- Must be 18 years of age or older\*\*
- Must have an active drivers license.
- Certified Level 1 ECE as per Alberta Childcare Certification, Level 2 and 3 will be considered an essential asset as we are in the process of licensing the facility.
- 1-2 years experience in working with children in a childcare setting such as: Active volunteerism, 1:1 childcare, group childcare, licenced care, creating and facilitation of programming.
- Certifications in SEL Model, Trauma Informed Childcare, and Working in Teams is an asset.
- Certified in First Aid (Level B or C) or ability to obtain it within 1 month of your employment.
- Ability to provide RCMP Criminal Record Check with vulnerable sector (Must be no older than 6 months)

## **Hours of work**

- Full Time – 40 hours per week.

This will include weekdays and some evenings when facilitation evening programs. We offer daily afterschool programming, potential for morning care, evening programming, PD days, and Summer Camps!

## **Start Date**

Monday, May 27<sup>th</sup>, 2024, with the potential to start earlier if available.

There will be a 3-month probationary period, commencing on the start date.

## **Wage & Benefits**

- Level 1 certification – \$16.00/hour
- Level 2 certification – \$17.00/hour
- Level 3 certification – \$18.00/hour
- (Once the space is licenced GOA top up will apply)
- Benefits will be available after 3 months of employment.
- Vacation and Sick time accrual is included as well.

## **How to Apply**

To apply, please submit your resume and cover letter to Ally Friesen, Manager of Children's Programs, at [afriesen1@bgcairdrie.com](mailto:afriesen1@bgcairdrie.com).

Applications will remain open until suitable candidates are found.