



Senior Program Leader

Date: June 15, 2021

Competition Number: 078-21/22

Location: Kelowna, BC (Rutland Club)

We can provide:

- Many opportunities for professional development
- Fun, active and positive work environment
- Benefit package
- We offer a 15% discount to employee whose children are registered in our child care programs, including preschool, day care, and after school care programs. This discount will be offered to all Agency staff that work 20 hours a week or more, and have passed their probationary period.

Key Duties and Responsibilities:

- Oversees the day-to-day operations of an assigned program. Develops, implements, coordinates, and evaluates plans and programs designed to ensure that the needs of children, youth, and families are met.
- Will be the Licensed Manager as per Licensing Regulations to ensure all activities adhere to Child Care Licensing Regulations.
- Supervises, mentors, guides and leads activity leaders, if there is multiple staff within the program.
- Provides day-to-day direction, performance feedback, as well as participates in discipline of staff and volunteers within the program. Addresses staff workplace issues and assists in resolving workplace disputes.
- Supports and reviews/edits program activity calendar to be distributed to members and families.
- Provides group and/or individual behavior management and support.
- Participates in the recruitment of program staff and volunteers, including conducting interviews, selection, hiring, orientation, training and discipline up to termination in accordance to agency policy.
- Performs other duties as required.

Qualifications:

- A diploma, certificate and/or relevant experience working with children/youth in recreation, education or social services, One (1) year recent related experience
- Completion of a course or a combination of courses of at least 20 hours duration which include child development, guidance, health and safety or nutrition (licensed programs)
- At least 19 years of age as per Licensing Regulations
- Class 4 driver's license or willingness to obtain within three months
- First Aid Certificate and Food Safe or willingness to obtain
- Successful completion of Agency screening including a Criminal Record Check

Hours: 35 hours per week: Monday to Friday

Rate of Pay: \$17.09 per hour and cost-shared benefits

Closing Date: Open until filled

Please send resume and cover letter to:

Name: Shasta Scott, Human Resources Coordinator

E-mail: jobs@bgco.ca

BGC Okanagan is an equity employer and encourages applications from persons with disabilities, members of visible minorities, Indigenous people, people of all sexual orientations and genders, and others who may contribute to a diverse and inclusive staff team.

We appreciate and thank all applicants for their interest, however only short-listed candidates will be contacted.