



Program Coordinator, Recreation

Date Posted: July 28, 2022

Competition Number: 072-22/23

Location: Kelowna, BC

BGC Okanagan is hiring a Program Coordinator who is motivated and passionate about providing children with healthy, impactful Recreation activities in the Okanagan. You will be responsible for coordinating multiple programs at various clubs and sites both in person and virtually as well as mentor, train and lead a staff team. This position requires a self-starter mindset with the ability to adapt to different situations as they arise.

We can provide:

- Opportunities for paid professional development such as;
 - Responsible Adult, Class 4 Driver's License, First Aid & Food Safe
- Professional Development Day and Leadership Training
- Fun, Safe, Inclusive and Positive Culture
- Cost shared benefit plan, vacation and sick time
- 15% child care discount
- Leadership programs and training
- Part of a large dynamic team with 250 employees throughout the Okanagan

Key Duties and Responsibilities:

- Responsible for the development and implementation of Recreation programs and activities both in person and virtually that are consistent with agency core values and core programming areas. Ensure that programs developed, engage members, address healthy positive child development and provides members with a sense of belonging.
- Responsible for the coordination of quality and diverse virtual programming. Works closely with the team on program development, procedures, and evaluations throughout the Okanagan.
- Participate in recruiting, training, supervising, supporting, evaluating, staff and volunteers.
- Responsible for day-to-day scheduling, supervising and supporting program staff.
- Build relationships and engage with children, youth and families in the Club and community.
- Ensure up-to-date and accurate program participants information and co-ordinate program registration/statistics
- Ensure that the Agency's Mission, Vision and Core Values are incorporated into everyday practice.

Qualifications:

- Diploma in a related human/social service field and/or three (3) years recent related experience
- First Aid certification and Food Safe certification or willingness to obtain
- Class 4 driver's license or willingness to obtain
- Must have transportation to travel between clubs
- Successfully completion of the Agency screening process, including criminal record check

Hours: 35 hours per week, Tuesday to Saturday will include some evenings

Wage: \$21.09 per hour and cost-shared benefits

Closing Date: Open until filled

Please send resume and cover letter to:

E-mail: jobs@bgco.ca

As an equal opportunity employer, BGC Okanagan is committed to the prioritization of equitable and inclusive employment practices. Our goal is to be representative of the communities we serve, and we encourage applications from communities which are structurally marginalized based on race, disability, age, sex, religion, sexual orientation, nationality, social or ethnic origin, gender identity and/or expression. If any candidate needs any accessibility support throughout the hiring process, we will accommodate such requests when made. You will only be considered for a position with BGC Okanagan if you're legally entitled to work in Canada. Eligible applicants include: Canadian citizens, permanent residents and refugees in Canada with legal status.

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