



Program Leaders

Date Posted: July 26, 2022

Competition Number: 068-22/23

Location: Kelowna, BC (Martin Avenue Club and Rutland Club)

BGC Okanagan is hiring two Program Leaders for our Martin Avenue Club and Rutland Club. The Program Leader is responsible for the supervision of participants, as well as planning and implementation of recreational, social, and educational activities for the School Aged Child Care Program.

We can provide:

- Opportunities for paid professional development such as;
 - Responsible Adult, Class 4 Drivers License, First Aid & Food Safe
- Professional Development Days
- Fun, Safe, Inclusive and Positive Culture
- Cost shared benefit plan, paid sick and vacation time
- Child Care discount

Key Duties and Responsibilities:

- Develop, implement, and participate in quality and diverse recreational, social, and/or educational programming.
- Provide direct supervision of members, and ensures their health, safety, and wellness.
- Mentors, guides and leads Activity Leaders within the program and activities.
- Build relationships with the children, youth, and families within their designated programs. Establishes open communication with parents/caregivers.
- Use Club vans to pick up members from school and transport to various sites if required.
- Prepares nutritious snacks and meals for members
- Provides group and/or individual behaviour management and support.
- Ensures Agency Policies and Procedures, Program Operating Standards, WCB standards, Community Care Licensing Regulations, Risk Management requirements and general safety standards are met.

Qualifications:

- A certificate, diploma or degree in childcare and/or experience planning, implementing and evaluating childcare programs.
- First Aid Certificate and Food Safe or willingness to obtain
- Class 4 Driver's License or willingness to obtain as soon as possible
- Must be at least 19 years of age as per licensing requirements
- Successful completion of Agency screening including a Criminal Record Check

Hours: 35 hours per week, Monday to Friday, 11:00am-6:00pm

Rate of Pay: \$17.50 per hour plus 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.