



## Senior Program Leaders

**Date:** July 28, 2022

**Competition Number:** 075-22/23

**Location:** Kelowna, BC; Cedar Creek Community Centre, Anne McClymont Elementary, AS Matheson Elementary, South Rutland Elementary, Springvalley Elementary

BGC Okanagan is hiring Senior Program Leaders at our School and Community Sites. In this leadership role, you will oversee the day-to-day operation of your assigned program and supervise, mentor and guide your staff team and the children in your 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:

- 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.
- Creates program activity calendar to be distributed to members and families.
- Provides group and/or individual behaviour 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 or 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
- First Aid Certificate and Food Safe or willingness to obtain
- Successful completion of Agency screening including a Criminal Record Check

**Hours:** 25 hours per week, Monday to Friday, 2:00pm-6:00pm, additional 5 hours flexible

**Rate of Pay:** \$18.50 per hour and cost-shared benefits, vacation and sick time

**Closing Date:** Open until filled

**Please send resume and cover letter to:**

E-mail: [jobs@bgco.ca](mailto: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.*