



Program Coordinator-School Aged Child Care

Date Posted: November 10, 2022

Competition Number: 145-22/23

Location: Kelowna, BC (Martin Avenue)

The Program Coordinator oversees the day-to-day operations of the School Aged Child Care Program and is responsible for planning, coordination and administration in collaboration with the Program Manager. In addition, the Program Coordinator will be interacting and engaging with the children during the program hours.

We can provide:

- Opportunities for paid professional development
- Fun, Safe, Inclusive and Positive Culture
- Cost shared benefit plan, vacation and sick time
- Child Care discount

Key Duties and Responsibilities:

- Ensure that the Agency's Mission, Vision and Core Values are incorporated into everyday practice.
- 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
- Providing leadership, direction and support to staff and volunteers.
- Ensure up-to-date and accurate program participants information and co-ordinate program registration and statistics
- Ensure Agency's Policies and Procedures, licensing requirements, operating standards, WCB standards, risk management requirements and general facility safety standards are met and followed.

Qualifications:

- Three years recent related experience including one-year supervisory or administrative experience or equivalent combination of education, training, and experience and/or Diploma in a related human/ social service field.
- Demonstrated teamwork, leadership, and supervisory skills.
- First Aid Certification or willingness to obtain within three months
- Class 4 Drivers License or willingness to obtain within three months
- Successfully completion of the Agency screening process, including criminal record check

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

Wage: \$21.09 per hour and cost-shared benefits, paid vacation and sick time

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.