



Senior Program Leader

Date: November 25, 2022

Competition Number: 150-22/23

Location: West Kelowna, BC (Helen Gorman Elementary School)

BGC Okanagan is looking for an individual to join our Middle Years Team as Senior Program Leader at our Helen Gorman Elementary After School Program. 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, 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. *We appreciate and thank all applicants for their interest, however only short-listed candidates will be contacted.*