



## Program Area Leader

**Date:** December 14, 2022

**Competition Number:** 156-22/23

**Location:** Summerland, BC

BGC Okanagan is hiring a Program Area Leader for our Summerland 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 you:

- 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:

- Plans and implements activities for the School Aged Child Care program.
- Oversees the day-to-day operation of the program by ensuring that the facilities and equipment are in place, program guidelines and policies are adhered to, and program standards and licensing requirements are met.
- Provides high quality club experiences to members.
- Provide direct supervision of members, staff, volunteers and ensures their health, safety, and wellness.
- Monitors and authorizes program expenditures and maintains financial records in accordance to established procedures. Provides input to the Manager in the preparation of the program budget.

### Qualifications:

- A diploma, certificate and/or relevant experience working with children in recreation, education or other social services.
- Current First Aid certificate and Food Safe or willingness to obtain
- Successful completion of Agency screening including a Criminal Record Check
- Class 4 driver's license or willingness to obtain within three months
- Must be at least 19 years of age as per Provincial Licensing Regulations

**This position is open to all applicants and requires Union membership**

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

**Rate of Pay:** \$16.93-\$17.50 per hour plus 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*