



## Program Coordinator

**Date Posted:** April 20, 2023

**Competition Number:** 10-23/24

**Location:** Armstrong, BC

BGC Okanagan invites qualified individuals for the role of Program Coordinator for our School Aged Child Care Program in Armstrong. This is a temporary role for 12-18 months.

### We can provide:

- Many opportunities for professional development
- Fun, positive work environment
- Benefit package
- We offer up to a 40% Child Care discount

### Key Duties and Responsibilities:

- Responsible for the development and implementation of programs and activities that are consistent with agency core values and core programming areas. Ensure that programs developed, engage members, address healthy positive child development and provides members with a sense of belonging.
- 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 with children, youth and families in the Club and community.
- 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, operating standards, WCB standards, risk management requirements and general facility safety standards are met and followed.

### Qualifications:

- Three (3) years recent related experience including one (1) year supervisory or administrative experience or equivalent combination of education, training, and experience.
- First Aid certification and Food Safe certification or willingness to obtain
- Class 4 driver's 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, 10:30am-6:00pm

**Wage:** \$21.09 per hour and cost-shared benefits

**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*