



Program Coordinator, School Aged Child Care

Date Posted: April 27, 2023

Competition Number: 16-23/24

Location: Penticton, BC

We can provide:

- Opportunities for paid professional development such as;
 - Responsible Adult, Class 4 Driver's License, First Aid & Food Safe
- Fun, Safe, Inclusive and Positive Culture
- Benefit Plan
- Child Care discount
- Leadership programs and training

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:

- Diploma in a related human/social service field and/or three (3) years recent related experience including one (1) year supervisory or administrative 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

Wage: \$21.94 per hour and cost-shared benefits

Closing Date: May 7, 2023

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