



Program Coordinator, Recreation

Date Posted: May 8, 2023

Competition Number: 29-23/24

Location: Vernon, BC

BGC Okanagan is hiring a Program Coordinator who is motivated and passionate about providing children with healthy, impactful Recreation activities in our North Okanagan communities. You will be responsible for coordinating multiple programs at various clubs and sites and mentor, train and lead a staff team.

We can provide:

- Opportunities for paid professional development such as;
 - Responsible Adult, Class 4 Driver's License, First Aid & Food Safe
- Professional Development Day and Leadership Training
- Fun, Safe, Inclusive and Positive Culture
- Cost shared benefit plan, vacation and sick time
- Child Care discount
- Leadership programs and training

Key Duties and Responsibilities:

- Responsible for the development and implementation of Recreation 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.
- Works closely with the team on program development, procedures, and evaluations throughout the Okanagan.
- 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 and community.
- Ensure up-to-date and accurate program participants information and co-ordinate program registration/statistics
- Ensure that the Agency's Mission, Vision and Core Values are incorporated into everyday practice.

Qualifications:

- Diploma in a related human/social service field and/or three (3) years recent related experience
- First Aid certification and Food Safe certification or willingness to obtain
- Class 4 driver's license or willingness to obtain
- Must have reliable transportation to travel between clubs
- Successfully completion of the Agency screening process, including criminal record check

This position is open to all applicants.

This position requires union membership.

Hours: 35 hours per week, Tuesday to Friday, 1:00pm-9:00pm and Saturdays 9:00am-4:00pm

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

Closing Date: May 22, 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.