



Boys & Girls Clubs  
of Greater Halifax

## **After School Program Leader – a full-time position available at our SACKVILLE Site**

Reporting to the Club Manager, the After School Program Leaders are responsible for planning and facilitation of After School programs for children ages 5 – 12.

**Requirements:** High School and/or Post-secondary degree/diploma an asset, criminal background check required for all BGCCH employees.

**Experience:** Demonstrated experience working with children.

**Language:** Speak English, Read English, Write English

**Specific Skills:** \* Ability and willingness to plan and participate in social, recreational and outdoor activities for children ages 5-12.\* Excellent communication skills\* Patience with children and co-workers \* Availability to work afternoon shifts \*

**Work Conditions and Physical Capability:** Fast-paced environment, active play with children ages 5-12, working together with staff team members.

### **Duties and Responsibilities**

- Responsible for care, nurturing, supervision and safety of children ages 5-12 years old.
- Responsible for planning, coordinating and facilitating programs and activities that are consistent with BGCCH values and core programming areas.
- Engage children in activities and provide a sense of belonging and inclusion.
- Set specific program goals for/with children
- Meet with Club Managers weekly to ensure program planning is complete and appropriate.
- Inform Club Manager/Program Coordinators of needed supplies for programs, one week in advance.
- Complete Incident Reports as required and submit to Club Manager.
- Take attendance and relevant program records.
- Prepare and clean program space
- Maintain positive and professional working relationships with co-workers.
- Attend regular staff meetings.
- Participate in training, as required.

**Please send resumes and cover letters to [jointheteam@bgcgh.ca](mailto:jointheteam@bgcgh.ca).**