



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.