

BGC South East is currently seeking the following position:

## **After School Program Coordinator**

### **Job Posting Details:**

Locations Include:

- Rideau Heights Community Centre (85 Maccauley St)
- St Francis of Assisi Catholic School (114 Wiley St)
- Joyceville Public School (1776 Joyceville Road)

Position Timelines - After School Programs (start date August 2023)

Hours - 30 hours/week

Rate - \$20.00 /hour

### **Overview:**

Program Coordinators will play a supportive role in the delivery of exceptional programs and positive leadership for children and youth. Program Coordinators will assist in the planning, organizing and delivery of BGC Southeast programs that are designed to develop assets and facilitate the personal, social and emotional development of young people between the ages of 4-12. Program Coordinators recognize and accept the need to be a positive influence who models honesty, fair play, a positive attitude, cooperation and respect for self and others.

### **Key Responsibilities:**

- Supervise children and youth in afterschool programs and oversee a team of front line program staff.
- Demonstrate an in-depth understanding of various aspects of child development.
- Overseeing the delivery and implementation of safe, supportive programs based on HIGH FIVE, BGC, and the 4 pillar model; Food & Nutrition, Health and Wellness, Physical Activity and Education.
- Work to develop strong connections with families and school administrators.
- Ensure identified program policies and procedures are followed in regards to member support and behaviour management.
- Ensure all program spaces are maintained and clean in accordance with Public Health.
- Complete records as required.
- Complete weekly and monthly administrative and reporting requirements.
- Participate in team meetings and training opportunities as required , and debrief with senior staff, identifying concerns and opportunities.
- Maintaining Database records for accuracy, and updating attendance and financial tracking systems.
- Represent the Club at assigned community and Club activities.
- Assist in the development, organization, promotion and registration processes for new members and families.
- Follow and adhere to all BGC South East Policies and Procedures set forth by BGC, Ministry of Education, Ministry of Health and Public Health KFL&A.

### Job Requirements:

- Post-Secondary education in a child related field.
- 3 years experience in direct leadership experience in a child/youth related field.
- Current Standard First Aid/C.P.R. LEVEL C - certification.
- TDP (TDAP/Adacel/10 year booster) and MMR immunizations must be up to date.
- Criminal Reference Check (including Vulnerable Sector Check) completed within the past 6 months.
- Ability to work with complex needs population (behavioural challenges).
- Valid Drivers Licence/ Reliable transportation required.
- Experience with Google Docs, Microsoft Office and other database platforms.
- HIGH FIVE PHCD certificate is an asset.

### Job Specifications:

- Be a positive role model for children and youth.
- Ability to work both independently and with a team with minimal supervision.
- Supporting staff in the direct delivery of programs.
- Mentoring and/or coaching abilities.
- General knowledge of diversity issues (cultural, socio-economic etc).
- Demonstrated conflict resolution skills.
- Demonstrated understanding of various aspects of child development and behaviour management techniques.
- Effective interpersonal and communication skills.
- Excellent time management and organizational skills.
- Enjoy working in a child/youth friendly environment.

*BGC offers all staff a **free** employee assistance program called Life Works. LifeWorks is a confidential Employee Assistance Program (EAP) and innovative well-being resource offering support and guidance for you and your colleagues.*

### Application Process:

Submit resume and cover letter indicating position applying for to the attention of:

**Recruitment Coordinator**  
recruiting@bgcsoutheast.ca

*Please note that BGC South East will accommodate candidates as required under applicable human rights legislation. If you require a disability-related accommodation during this process, please inform us of your requirements and we will do our best to accommodate.*

**We thank all those who apply, however only successful candidates will be contacted for an interview.**