

BGC South East is currently seeking the following position:

## **Licensed Before & After School Program Leader (Downtown Kingston)**

### **Job Posting Details:**

Location - Robert Meek Community Youth Centre (559 Bagot St)

Position Timeline -September 5th 2023 - June 28th 2024 (*training last week of August*)

Hours - 35 hours/week (Must be available **Monday - Friday; 7:00am-10:00am and 2:00pm-6:00pm**)

Rate - \$19/ hour (plus \$2.00/hour wage enhancement)

### **Overview:**

Program leaders will play a supportive role in the delivery of exceptional programs and positive leadership for children and youth. They will assist in the planning, organizing and delivery of BGC South East programs that are designed to develop assets and facilitate the personal, social and emotional development of young people between the ages of 4-12. They will also 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:**

- Plan, lead and participate in programs based on HIGH FIVE, BGC Model for Success, and the 4 pillar model; Food & Nutrition, Health and Wellness, Physical Activity and Education.
- Plan, lead and participate in program activities that meet HIGH FIVE and BGC standards.
- Supervise children and youth in the program and encourage them to have fun and learn
- Ensure staff to child ratios are maintained at all times.
- Complete records as required (Incident, Accident forms etc).
- Maintain a clean and organized space.
- Implement behavior management techniques fairly and effectively in accordance with BGC policies and procedures.
- Support & Communicate with the Manager/Coordinator regarding programs and ensure that they meet all BGC standards.
- Participate in staff training.
- Act as a positive role model for BGC SouthEast in the community and with partners.

### **Job Requirements:**

- Graduate of Post-Secondary education in a child related field.
- Experience in a child related program/camp setting.
- 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
- 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.
- 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.
- 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:

**HR Administrator**  
hr@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.**