

BGC South East is HIRING!

### **Licensed Before & After school Leader (Kinders)**

Locations include:

- West End Community Centre (1300 Bath Road)

Position Timeline - January - June 2026

Hours -**Must be available to work a split shift Monday to Friday the hours of 7:00am-9:00am and 2:00pm - 6:30pm**

#### **Rate:**

- RECE staff \$24.00/hr
- Non-ECE staff \$23.00/hr

#### **Overview:**

Licensed After School 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 our kinders members (4-6 years of age). 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
- Supervise children and youth in the program and encourage them to have fun
- 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 Supervisor/Coordinator regarding programs and ensure that they meet all BGC standards
- Participate in staff training and meetings
- Act as a positive role model for BGC South East in the community and with partners

#### **Job Requirements:**

- Graduate of a Post-Secondary education from any of the following program CYC, CYW, SSW etc..

- Experience in a child related program/camp setting
  - Standard First Aid/C.P.R. LEVEL C - certification **(Required)**
  - TDP (10 year booster) and MMR immunizations must be up to date **(Required)**
  - Criminal Reference Check (including Vulnerable Sector Check) **(Required)**
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- Valid Drivers License/ Reliable transportation
  - HIGH FIVE PHCD certificate is an asset

**Job Specifications:**

- Be a positive role model and enjoy working in a children and youth environment
- 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)
- Demonstrate conflict resolution skills
- Demonstrate understanding of various aspects of child development and behaviour management techniques

*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.**