BGC South East is HIRING!

Authorized Rec Afterschool Leaders

Locations include:
- West End Community Centre (1300 Bath Road)
- Joyceville Public School (1776 Joyceville Road)
- St. Francis of Assisi Catholic School (114 Wiley Street)
- Rideau Heights Public School (77 Maccauley Street)
- Amherstview Public School (70 Fairfield Blvd)

Position Timeline - September 2026 - June 2027

Hours - (20 hours/week) **Must be available Monday to Friday between the hours of 2:00pm - 6:30pm**
Rate - $19/ hour

Overview:

Authorized Rec Afterschool 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 4-18+. 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:

- Currently enrolled or a graduate of Post-Secondary education
- Experience in a child related program/camp setting
- Standard First Aid/C.P.R. LEVEL C - certification

- TDP (10 year booster) and MMR immunizations must be up to date
- Criminal Reference Check (including Vulnerable Sector Check)

- 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.