



## Program Leader

The Boys and Girls Clubs of Central Vancouver Island (BGCCVI) is Vancouver Island's largest childcare provider and is trusted by more parents than any other childcare provider. The BGCCVI is a registered Non-Profit organization and charitable organization serving over 1000 children, youth and families in Comox, Courtenay, Lantzville, Nanaimo and Ladysmith through enriching programs in 13 club locations.

### **We are currently undergoing a period of expansion and significant change and are consequently looking for a Program Leader.**

This position will provide an interesting and satisfying career opportunity for those seeking to make a positive contribution to a community-based, growth-oriented organization. As caring adult role models, BGCCVI staff build healthy, supportive relationships with children and youth, which in turn can positively influence the life path they choose.

This is a full-time position (with the incumbent being eligible for an attractive benefits package after completion of the probationary period) and will require travel as the successful candidate will be a floater through multiple locations in the Nanaimo area. Reporting to Sarah Foster, Director of Childcare and Early Learning, the Program Leader is responsible for:

- ✓ Assisting with the design, implementation, and evaluation of a program schedule that includes age appropriate activities for program participants that include all elements of BGCCVI Core Programming standards.
- ✓ Awareness of outstanding issues/needs of program participants and corresponding care plans
- ✓ Documenting and reporting all incidents of suspected child abuse to the Ministry for Children and Family Development.
- ✓ Checking that any equipment or facilities used to help facilitate the delivery of the program plan are safe, in good working order, and free of risk.

### **The successful candidate must meet the following requirements:**

- ✓ Must have completed 20 hours courses and/or training focusing on Child Development, Guidance, Health and Safety or Nutrition.
- ✓ Post-Secondary training in Child and Youth Care, Recreation or related field or equivalent education and/or experience preferred
- ✓ Direct program delivery experience with demonstrated working knowledge of child care programs is preferred
- ✓ Must be legally entitled to work in Canada

Salary: \$15.61 per hour

Location: Nanaimo, BC

Date Posted: November 5, 2018

Posting Expires: March 15, 2019

Please send your cover letter and resume to [careers@bgccvi.com](mailto:careers@bgccvi.com) quoting the job posting number 20180064 in the title.