



Boys & Girls Clubs
of Central Vancouver Island

Job title	Senior Program Leader
Reports to	Licensed Program Supervisor
Date	April, 2016

Job purpose

This position requires a comprehensive knowledge of school aged child development, age appropriate program planning and behavior management theory. This position requires flexibility in meeting a variety of program needs in order to create and maintain a positive, fun, interactive, safe environment. The Senior Program Leader is responsible for the day to day operations of their program, staff, and goals and objectives relating to the mission and vision of the organization.

Duties and responsibilities

Program Planning and Implementation:

- Assists 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.
- Ensure children are actively supervised at all times.
- Aware of outstanding issues/needs of program participants and corresponding care plans
- Work as a key member of an integrated staff team that consistently strives for inclusion, excellence and effective conflict resolution
- Responsible for maintaining effective relationships with parents/caregivers and other stakeholders
- Administers first aid and medication in accordance with Club policy and procedures and licensing regulations.
- Participate in special promotional activities, programs, or events as required by BGCCVI.
- Oversee day-to-day operations of assigned programs and ensure that enrollment target is met.
- Ensure the safety of the participants and staff at all times by maintaining the appropriate adult to child ratio, conducting safety drills and establishing proper supervision of children and youth
- Ensure that children, youth, and their families are involved in program planning through discussions and evaluations.
- Create individual plans with parents and/or caregivers as required to fulfill the needs of the child.
- Work in program daily, unless other arrangements are made.
- Ensure BGCCVI Core Programming is being implemented.
- Using a team approach Program leaders will work together to implement identified care plan goals and strategies for the Supported Child Development child(ren) to ensure consistent practice and maximize impact.
- When funding is available, a Senior Program leader will be designated as a Supported Child Development (SCD) staff. He/She will work closely with other program staff to support the



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needs of the child and the group. SCD and Senior Program Leaders can be interchangeable as long as someone is designated to focus on the needs of the individual and is following the strategies outlined in the child's care plan. In order to be inclusive, it is important that the SCD is not working in isolation and is not easily identifiable as a Support Worker.

- SCD staff will observe and provide feedback to the child's team (Parent/Caregivers, BGCCVI staff, and Child Development Centre) on progress on goals and existing strategies and provide input towards any new areas of focus.

Administration:

- Complete bi-weekly timesheets
- Attend agency staff meetings and community meetings as required
- Adhere strictly to the Policies and Procedures of the Boys and Girls Clubs of Central Vancouver Island and Community Care Licensing Regulations.
- Document and report all incidents of suspected child abuse to the Ministry for Children and Family Development
- Reports all critical incidents to the Licensed Program Supervisor and Community Care Licensing and complete a written "Incident Report"
- Ensures that all required documentation is accurate and complete (daily attendance, Club log book, communication book, etc.)
- Ensure staff is scheduled according to child to staff ratio and complete a monthly staff schedule
- Ensure effective registration and orientation of children, families and community.
- Ensure the program standards, guidelines, and policies of the Boys and Girls Club are maintained and Community Care Facility Licensing requirements are met
- Maintain accurate records of enrollment, attendance, pick-up and sign out documents
- Ensure staff timesheets are completed and submitted to the Payroll
- Attend monthly agency meetings as required
- Ensure all serious incidents are documented; prepare written reports within 24 hours for submission to Community Care Facility Licensing Officer and copy to the Director of Operations &/or Executive Director
- Ensure effective communication with designated Licensed Program Supervisor and other BGCCVI staff
- Ensures that all required documentation is accurate and complete (daily attendance, Club log book, communication book, etc.)

Human Resource Management:

- Provide feedback for the evaluation of the work of volunteers/practicum students that are assisting with the delivery of the Club programs
- Promote a positive team atmosphere
- Supervise and evaluate program staff
- Assist the designated Licensed Program Supervisor with Interviewing and hiring new staff and volunteers
- Ensure all staff are properly screened and oriented to the organization



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- Ensure the health and safety of all employees under their supervision. Be knowledgeable about Occupational Health and Safety (OHS) regulations applicable to the work being supervised. Comply with any BGCCVI OHS Policy or Provincial regulations
- Ensure that all employees under supervision are made aware of all known or reasonably foreseeable health or safety hazards in the area where they work.
- Consult and cooperate with the BGCCVI OHS Joint Committee in the execution of their deliverables.
- Ensure effective communication among program staff
- Ensure all staff certificates and qualifications are kept current

Financial Management:

- Responsible for all program funds assigned including reconciliation (ie. handing in receipts/change)
- Ensure Ez-Child Tracks information is inputted daily
- Working with Billing Coordinator to ensure appropriate paperwork is received and fees are collected for the program.
- Submit paperwork to designated Licensed Program Supervisor
- Managing expenditures within existing program budget
- Submit data for the Child Care Operating Funding Program monthly
- Ensure Ez-Child Tracks information is inputted daily

Facility Maintenance:

- Responsible for 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
- Ensure that the facility is kept clean and daily/weekly/monthly duties are completed as assigned by your supervisor.
- Follow appropriate lock-up procedures at the conclusion of your shift
- Report all concerns you may note in the facility to the Licensed Program Supervisor immediately
- Ensure facility is cleaned daily and maintained according to BGCCVI and Community Child Care Facility Licensing Standards.
- Inform designated Licensed Program Supervisor of faulty equipment, repairs and upgrades

Van Maintenance:

- Completes a pre and post trip van inspection anytime children are to be transported in an agency van. Van inspection must be conducted by employee with appropriate class license.
- Ensure car seats are properly installed and seatbelts are fastened correctly.
- Report all safety concerns regarding a van to the Senior Program Leader or Licensed Program Supervisor immediately
- Vans are cleaned out daily and washed/vacuumed regularly to present a positive BGCCVI image.
- Add necessary fluids to vans



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- Ensure vans are driven, maintained and inspected in accordance with the Motor Vehicles Act (i.e. CVI, Fire Extinguishers)
- Ensures children who require car seats are identified and that car seats are in good working condition.
- Ensure that vans are maintained appropriately and cleaned regularly to present a positive image.
- Inform designated Licensed Program Supervisor of faulty equipment, repairs and required upgrades.

Professional Development:

- Maintains an up-to-date knowledge of new trends in activities programming
- Maintains the necessary qualifications of the position
- Participates in self-evaluation and goal setting
- Participates in courses and workshops as approved by Senior Program Leader or Licensed Program Supervisor
- Attend workshops and/or meetings related to the implementation of current and innovative programming for children and youth as approved by designated Licensed Program Supervisor
- Ensure all required certificates and qualifications are current

Volunteers and Practicum Students:

- Interview, select and train volunteers/practicum students
- Supervise and evaluate volunteers/practicum students

All other duties as assigned by the designated Licensed Program Supervisor.

Qualifications

Education

- 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
- Must be approved as a Licensed Manager by Community Care Facility Licensing within 21 days of employment

Experience

- Direct program delivery experience with demonstrated working knowledge of child care programs is preferred
- Minimum 1 year relevant work experience in a similar field

Knowledge, skills and abilities

- Valid Class IV Driver's License and Driver's Abstract (within 3 months of employment)



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- Valid First Aid Certificate with CPR (Approved by Community Care Licensing Regulations)
- Knowledge of school aged child development, age appropriate program planning and behavior management theory
- Knowledge of Community Care Facility Licensing Regulations
- Planning, organizing, implementing and evaluating age appropriate social, recreational and outdoor activities, for school-aged children and youth, that are appropriate to achieving the Mission and Vision of the Club
- Knowledge of unique needs of their club's individual community with regards to cultural diversity and challenged populations
- Assessment, planning, implementation and evaluation of programs, and activities
- Establishing and maintaining effective working relationships with program staff, volunteers, parents and school personnel
- Understanding the theory and practice of inclusion as it relates to cultural diversity and challenged populations
- Teamwork, leadership, supervisory and conflict resolution skills
- Excellent interpersonal behavior and communication skills
- Knowledge of community-based programs and community support services
- Financial management skills
- Time management skills

Personal Characteristics

- Positive, supportive and cooperative role model to school aged children and youth
- Independent, proactive thinker
- An individual who will be able to function while exposed to a high level of noise and distractions from children. The individual may also need to pay close attention to physical and emotional challenges of children and youth.
- The ability to function independently, under pressure, while managing emergency situation is an ongoing expectation of this position.

Working conditions

This position will be exposed to a high level of noise and distractions from children. Direct delivery may include moderate physical activity involving walking, standing, bending and lifting children.

Direct Reports

- Program Leaders
- Volunteers
- Practicum Students

Approved by:

Sarah Foster – Director of Childcare and Early Learning



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Date approved:	<i>April, 2016</i>
Reviewed:	<i>Liz Harper – Director of HR</i>