



Boys & Girls Clubs
of Central Vancouver Island

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 part time position (with the incumbent being eligible for an attractive benefits package after completion of the probationary period). Reporting to the Early Childhood Education Supervisor, Heidi Hoffman, 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 report 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: \$15.92

Location: Ladysmith, BC

Date Posted: December 12, 2018

Posting Expires: April 26, 2019

Please send your cover letter and resume to careers@bgccvi.com quoting the job posting number **20180067** in the title.

We thank all applicants in advance for their interest however, only those applicants who are short listed for an interview will be contacted.

Registered Charitable Organization No. BN10680 4016 RR 0001

A good place to be

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