



Job title	<i>Junior Program Leader</i>
Reports to	<i>Licensed program Supervisor</i>
Date	<i>December, 2015</i>

Job purpose

By working with BGCCVI staff the Junior Program Leader will develop their skills through implementing outdoor based Summer Programs for over 100 children, between 6 and 12 years of age.

Duties and responsibilities

- Assist with implementation and evaluation of daily activities associated with the Boys and Girls Club's Summer Day Camps.
- Ensure the safety of all program participants
- Transporting of children in company van/bus
- Participate in program activities
- Demonstrate positive teamwork habits
- Demonstrate effective role modeling skills
- Ensure that specific goals of children in programs are met
- Active involvement in the creative marketing and promotion of the Summer Programs

Qualifications

Education

- A diploma, certificate and/or relevant experience working with children and youth
- First Aid Level 1
- Class 5 Drivers License

Experience

- Experience working with children
- Experience program planning and implementation

Knowledge, skills and abilities

- Knowledge of school aged child development
- Planning, organizing, implementing and evaluating age appropriate social, recreational and outdoor activities
- Establishing and maintaining effective working relationships with program staff, volunteers, parents and school personnel



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

The Junior Program Leader will report directly to the Licensed Program Supervisor

Approved by:	<i>Sarah Foster – Director of Operations</i>
Date approved:	<i>March, 2018</i>
Reviewed:	<i>Liz Harper – Director of HR</i>