



Boys & Girls Clubs
of Central Vancouver Island

Licensed Program Supervisor (Level 3)

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 14 club locations.

We are currently undergoing a period of expansion and significant change and are consequently looking for a Licensed Program Supervisor.

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) overseeing the activities of Aspen park and Brooklyn elementary BGCCVI locations. Reporting to Sarah Foster the Director of Childcare and Early Learning, the Licensed Program Supervisor is responsible for:

- ✓ Responsible for 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 the program standards, guidelines, and policies of the Boys and Girls Club are upheld and all Community Care Licensing requirements are met
- ✓ Responsible for the recruitment and hiring of staff for their program
- ✓ Working with Billing Coordinator to ensure appropriate paperwork is received and fees are collected for the program
- ✓

The successful candidate must meet the following requirements:

- ✓ An undergraduate degree in social sciences/recreation, or
- ✓ Combination of work experience and education is required - minimum 20 hours Child Related Education
- ✓ Two (2) years previous work experience in a similar environment is preferred
- ✓ Previous supervisory and management experience is preferred
- ✓ Must be legally entitled to work in Canada

Salary: \$20.17

Location: Comox, BC

Date Posted: January 31, 2020

Posting Expires: April 3, 2020

Please send your cover letter and resume to careers@bgccvi.com quoting the job posting number 20200007 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.