



Boys & Girls Clubs  
of Central Vancouver Island

<b>Job title</b>	Licensed Program Supervisor (LPS) - 1
<b>Reports to</b>	Licensed Program Supervisor 2- 4
<b>Date</b>	August, 2019

### **Job purpose**

This position requires a comprehensive knowledge of school aged child development, age appropriate program planning and behavior management theory. The Licensed Program Supervisor (LPS) must be flexible in meeting a variety of program needs in order to create and maintain a positive, fun, interactive, safe environment. The LPS will oversee the day to day operations of the program, staff, goals and objectives relating to the mission and vision of the organization. Spends on average 30 hours per week directly in program, responsible for up to 30 children

### **Duties and responsibilities**

#### **Program Planning and Implementation:**

- Oversee day-to-day operations of assigned programs and ensure that enrollment target is met.
- Ensures that the OSC program meets all Community Care Licensing requirements.
- Conducts assessments and develops individualized and group curriculum depending on the child's individual needs. Ensure that children, youth, and their families are involved in program planning.
- 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 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.
- Participate in the creation of individual plans with parents and/or caregivers and other BGCCVI staff/stakeholders, when required, to fulfill the needs of the child.
- Responsible for maintaining effective relationships with parents/caregivers and other stakeholders. Involve the parents/caregivers in the decision making process as it relates to the growth of his/her child at the Club.
- Initiates referrals for additional services for children with other professionals: Behavioural Therapists, Physiotherapists, Occupational Therapists, Speech and Language Therapists, etc. as needed. Maintains liaison with such professionals.
- Participate in special promotional activities, programs, or events as required by BGCCVI.

#### **Administration:**

- Ensure effective registration and orientation of children and families.
- Ensure staff is scheduled according to child to staff ratio and posted for staff requirements
- Ensure the program standards, guidelines, and policies of the Boys and Girls Club are upheld and all Community Care Licensing requirements are met.



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- Maintain accurate records of participant's enrollment, attendance, pick-up and sign in/out documents
- Ensure staff timesheets are completed and approved within the required payroll processing timelines.
- Attend monthly agency meetings as required
- Reports all incidents and injuries via the online Incident and Injury Reporting form.
- For Licensing identified critical incidents a Community Care Licensing Officer and Director of Childcare and Early Learning must be notified within 24 hours.
- Ensures that all required documentation is accurate and complete (daily attendance, Club log book, communication book, etc.).

#### **Human Resource Management:**

- Responsible for the posting and hiring of staff for their program
- Ensure all staff are properly screened and oriented to the program and organization
- Ensure ongoing training including professional development of the team
- 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 and Provincial regulations. Consult and cooperate with the BGCCVI OHS Joint Committee in the execution of their deliverables.
- 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.
- Ensure staff is scheduled according to child to staff ratio and posted for staff requirements
- Facilitate monthly staff meetings
- Ensure all staff certificates and qualifications are kept current
- Promote a positive team atmosphere

#### **Financial Management:**

- Working with Accounts Receivable Coordinator to ensure appropriate paperwork is received and fees are collected for the program
- Ensures deposits are completed weekly
- Submit attendance records for Child Care Operating Funding Program to Finance department
- Managing expenditures within existing program budget and submit monthly expenditures with receipts to immediate supervisor for approval
- Ensure Ez-Child Track information is inputted daily

#### **Facility Maintenance:**

- Ensure that any equipment or facilities used to help facilitate the delivery of the program are in safe, good working order, and are free of risk
- Ensure that facility is cleaned daily and maintained according to BGCCVI standards.
- Ensure daily/weekly/monthly cleaning schedules are implemented and followed.
- Inform immediate supervisor of faulty equipment, repairs and upgrades



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### **Van Maintenance:**

- Ensure that vans are pre-inspected and cleaned out daily by driver. Van inspection must be conducted by employee with appropriate class license.
- Ensures children who require car seats are identified and that car seats are in good working condition. Ensure car seats are properly installed and seatbelts are fastened correctly.
- Ensure vans are driven, maintained and inspected in accordance with the Motor Vehicles Act (i.e. CVI, Fire Extinguishers)
- Ensure that van cleaning schedules are created and implemented to ensure that vans present a positive BGCCVI image.
- Inform immediate supervisor of faulty equipment, repairs and upgrades that are required

### **Qualifications**

#### **Education**

- An undergraduate degree in social sciences/recreation, or
- Combination of work experience and education is required - minimum 20 hours Child Related Education

#### **Professional Designation**

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

#### **Experience – Preferred**

- Two (2) years previous work experience in a similar environment is preferred
- Previous supervisory and management experience is preferred
- Experience of Assessment, planning, implementation and evaluation of programs, and activities
- Experience working in a Community Care Licensed facility
- Experience working with the unique needs of a community with regards to cultural diversity and challenged populations

#### **Knowledge, Skills and Abilities**

- Must possess, or obtain within 3 months, a valid Class IV driver's license and Driver's Abstract
- Valid First Aid/CPR certificate approved by Community Care Facilities Licensing
- Fire Extinguisher Training
- Well-developed oral, written, and interpersonal communication skills
- Financial management skills
- Good organization, time and general management skills
- Fostering effective working relationships with program staff, volunteers, parents, and other community groups and organizations
- Knowledge of child and youth development
- Knowledge of group process and facilitation techniques
- Demonstrated teamwork, leadership, supervisory and conflict resolution skills



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### **Personal Characteristics**

- A positive, supportive and cooperative role model to children, youth and staff.
- Independent, pro-active thinker.
- 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 complex situations 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. Participation at meetings, conferences and other events; may involve long work days, and/or evening/weekend work.

### **Direct Reports**

- Program Leaders
- Volunteers and Practicum Students

Approved by:	Sarah Foster, Director of CCEL
Date approved:	August, 2019
Reviewed:	Liz Harper, Director of HR & OE