

Out of School Supervisor I

The BGC Central Vancouver Island (BGCCVI) is a registered Non-Profit and charitable organization on Vancouver Island serving over 1000 children, youth and families in the Comox, Courtenay, Lantzville, Nanaimo, Chase River and Ladysmith areas through a wide variety of enriching programs at over 14 club locations.

This position provides a rewarding 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.

The Out of School Care 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

Job 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

Position Details:

Job Status: Temporary Full-Time (40 hours per week)
Pending Return of Incumbent: approx. Dec 20, 2022
Hourly Rate: \$18.40 per hour
Location: Lantzville, B.C.
Program: OSC
Posting Expires: Nov 22, 2021

Please send your cover letter and resume to careers@bgccvi.com quoting the job posting number 20210069 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