

Youth Program Leader**What's in it for you?****Wage:** \$18.39 per hour**Hours:** Part-Time, 0-30 per week**Location:** Nanaimo and Parksville**About us!**

The BGC of Central Vancouver Island provides experiential learning environments that inspire children, youth and families of diverse abilities to acquire & develop the critical cognitive, emotional, and social skills needed to become resilient and contributing members of society. 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.

The Youth Program Leader is responsible for planning and leading appropriate activities for youth ages 11-18. In addition, the Youth Program Leader helps to create and curate a safe, welcoming, positive, and open environment where youth feel empowered, respected, and supported. As a front-line worker, the Youth Program Leader relates well with youth, families, and other community members.

Job Duties:

- Plan, implement, lead and evaluate fun, safe and age-appropriate activities for program participants in accordance with Club policies, mission and vision.
- Help create and support an environment that develops positive and healthy youth relationships.
- Maintains awareness of, and effectively deal with any youth issues, problems, incidents or crisis situations, providing support and feedback to youth and their family when appropriate, and reporting any necessary information to the Youth Programs Manager or outside agencies.
- Ensure that any equipment or facilities used to help facilitate the delivery of the program plan are safe, free from risk, and are left in good condition after usage.
- Conduct a pre-trip and post-trip van or bus inspections anytime participants are to be transported in an agency van.
- Maintain other appropriate records as required - daily attendance, Club logbook, activity statistics, etc. and ensures that all required documentation is accurate and complete.
- Support the work of volunteers/practicum students that are assisting with the delivery of the Club programs.
- Work as a key member of an integrated staff team that consistently strives for inclusion, excellence and effective conflict resolution.
- Maintain an up-to-date knowledge of new trends in activities programming and youth issues.
- Participate in quantitative and qualitative program evaluation and individual goal setting as required by program policies/reporting requirements.
- Participate in training that will enhance skill development in the performance of this position.
- Administer first aid in accordance with Club policy and procedures.
- Participate in special promotional activities, programs and/or events as required by BGCCVI.
- Other duties as required.

Qualifications:

- Preference is given to an individual who has completed courses, a diploma, or a degree in Recreation Management, Child and Youth Care, or Education.

- Valid Class 5 Driver's License **Required**
- Valid Class 4 license considered an asset
- Valid Community Care First Aid or equivalent an asset but can be provided

Experience

- A minimum of one year experience working with youth in a related capacity.
- Experience working with youth with special needs and behavioural challenges considered an asset.

Please send your cover letter and resume to careers@bgccvi.com. We thank you for your interest in this opportunity. We will only be able to contact short listed candidates.