

## **Program Leader**

### **What's in it for you?**

**Wage:** \$18.39 per hour

**Hours:** Monday - Friday, Part-time or Full-time, may include split shifts

**Location:** Chase River (South Nanaimo)

**Benefits:** Available to Full-time roles after probation including dental care, extended health care, vision care, Group RRSP, Up to 50% reduction on childcare fees

**Opportunities:** Education assistance to advance within our organization, Paid training and development opportunities.

### **About us!**

BGC of Central Vancouver Island (BGCCVI) is a registered non-profit and charitable organization serving over 1000 children, youth, and families in Central Vancouver Island area through enriching programs in 14 locations. We are looking for enthusiastic people that want to spend time making a difference in the lives of our children and youth. If you are up for a fun, challenging yet fulfilling job, this might be the place for you!

### **Job Duties:**

- Assist with developing fun and engaging programs and activities.
- Provide active supervision to children and ensure their health, safety, and wellness.
- May participate in the development of individual plans for participants.
- Encourage and facilitate the participation of individuals in the program by creating a safe and exciting atmosphere in which children can interact and learn.
- Maintain appropriate records and ensures that all required documentation is accurate and complete (e.g., incident reports, daily log sheets, attendances, etc.).
- Adheres to BGCCVI Policies and Procedures, Community Care and Licensing Regulations, general safety standards and other requirements
- Ensure that the facility is always safe and clean

### **Qualifications:**

- Successful completion of a course or a combination of courses of at least 20 hours duration which include child development, guidance, health and safety or nutrition or
- Responsible adult course <https://courses.rogerssociety.org/courses/responsible-adult-20-hour-course>
- Successful completion of Agency screening process, including criminal record check for working with the vulnerable population
- Must be 19 or older
- Valid First Aid Certificate with CPR-C or willingness to obtain
- Class 4 Driver's license would be considered an asset

**Please send your cover letter and resume to [careers@bgccvi.com](mailto:careers@bgccvi.com)**