



**Boys & Girls Club  
of Airdrie**

### **Program Leader (20 hours) - Irricana Programs**

**Do you have a passion for working with some amazing children in our community?**

**Boys and Girls Club of Airdrie is looking to hire a dedicated Program Leader at our Irricana Location!**

The Boys and Girls Club of Airdrie invites you to join our amazing team, supporting children's programs during the After-School Hours! We are seeking a program leader at our Irricana Location for the 2017-2018 school year!

This position seeks to employ fun, energetic, outgoing and dedicated childcare workers to not only support our after-school care program, but also be a positive and engaging role model in the lives of children and families we support.

Reporting to the Clubs Programs Coordinator, the Program Leader is responsible for assisting the Team Leader in the implementation, and evaluation of the Afterschool Programs, evening programs and/or special events at our Club Location.

#### **Duties:**

- Assist the Team Lead in preparation and planning of programs, including games, crafts, and evaluations.
- Assisting the supervision and safety of all participants involved in the program.
- To be actively involved in all aspects of program implementation.
- To provide appropriate leadership and role modeling at all times to program participants.
- To assist in maintenance of facility and equipment.
- To follow agency policy and procedures
- Attended mandatory staff meetings
- Ability to successfully complete recommended training as required by Boys and Girls Club of Airdrie.

#### **Hours of Work**

- 20 Hours per week. Monday to Thursday 3:00-6:00pm and Fridays 2:00-5:30pm.
- Hours vary based on Professional Development Days (as requested) 8:00am -5:00pm
- This position begins September 5<sup>th</sup> 2017, however, training and onboarding will be arranged prior to the start date
- There may be opportunities to pick up additional shifts at other program sites.

#### **Qualifications**

- Experience working with children in a child care environment.
- Experience working within a positive team environment.
- Demonstrated ability to engage with children and their families.
- Effective communication skills including written documentation and verbal collaboration.
- Knowledge of child development and developmental assets.
- Energetic and flexible, with the ability to adapt to a variety of situations
- Current Standard First Aid
- Ability to produce clear RCMP Criminal Record Check, Children and Youth Intervention Record Check
- Child Care Certification, Child Development Assistant is considered an asset but will be requested to obtain with the support of the organization, upon hire.



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**Rate of Pay:**

- Rate of pay is \$14.00 –\$15.00 per hour, depending on experience.

**Interested in applying?**

Please forward your resume and cover letter to: Emily Graves, Clubs Programs Coordinator at [egraves@bgcairdrie.com](mailto:egraves@bgcairdrie.com). Thank you for your interest but only suitable candidates will be contacted for an interview.