



**Boys & Girls Club  
of Airdrie**

### **Youth Centre Program Leader (casual) –Youth Centre Programs**

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

**Boys and Girls Club of Airdrie is looking to hire a Casual Program Leader at our Youth Centre Location!**

#### **Position Summary**

This position seeks to employ fun, energetic, outgoing and dedicated youth worker to support our Evening Programs, and also be a positive and engaging role model in the lives of youth and families we support.

Reporting to the Manager of Youth Services, the Youth Centre Program Leader is responsible for assisting the Youth Engagement Worker in the creative planning, effective and engaging implementation, and critical evaluation of Afterschool Programs as relief staff, evening programs and/or special events. This position requires availability in the afternoon and evening hours to accommodate the needs of the youth within our community.

Our goal is to ensure that programs developed engage our youth, address healthy and positive development and provide members with a sense of belonging to ensure that all programs and services are relevant to the needs of the participants and the core values of the Boys and Girls Club.

The program leader may also be requested to be available to provide support and shift coverage within the organization, as needed.

#### **Duties:**

- To prepare and deliver daily snacks (Afterschool Program).
- Assist in preparation and planning of programs, including games, crafts, out-trips 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**

- 8-10 Hours per week, based on evening program schedule and relief coverage needed.
- Hours can vary based on Professional Development Days (as requested) 8:00am -5:00pm
- This position begins September 10<sup>th</sup> 2018.
- There may be opportunities to pick up additional shifts at other program sites.

#### **Qualifications**

- Experience working or volunteering with youth.
- Experience working within a positive team environment.
- Demonstrated ability to engage with youth and their families.
- Effective communication skills including written documentation and verbal collaboration.
- Knowledge of child development and developmental assets.



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- 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

**Rate of Pay:**

- Rate of pay is \$15.50 per hour, depending on experience.

**Interested in applying?**

Please forward your resume and cover letter to: Abby Charlton at [acharlton@bgcairdrie.com](mailto:acharlton@bgcairdrie.com)

**Thank you for your interest but only suitable candidates will be contacted for an interview.**