



Job Description

(2) Torch Program Leaders: at our Centre location 200 East Lake Crescent NE

The Boys and Girls Club of Airdrie invites you to join our amazing team, supporting youth programs during one of our exciting evening programs! We are seeking two (2) program leaders at our Centre Location for the 2018/19 school year!

Torch is designed to get pre-teens, aged 10 - 13, engaged with what's happening in their community. Torch members plan their own programming based on the issues important to them. Torch Leaders help youth develop leadership skills and self-esteem in a respectful, diversified environment. The program also offers the opportunity to give back to others and gain a sense of responsibility that comes with making their own decisions

This position seeks to employ fun, energetic, outgoing and dedicated applicants to not only support our Torch Leadership program, but also be a positive and engaging role model in the lives of youth and families we support.

Reporting to the Youth Services Manager, the Torch Program Leader is responsible for assisting in the planning, implementation, and evaluation of Torch evening programs and/or special events at our Centre Location or within the community.

Duties:

- Assist the Youth Services manager in preparation and planning of programs, including games, crafts, volunteer opportunities, 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
- Notice for time off or switch shifts must be approved by the Manager and/or the Director.
- Time off requests must be made one month prior to the date or they may be denied.

Hours of Work

- 2 Hours per week. Tuesday or Wednesday 6:00- 8:00pm and one additional planning hour outside of programming, and any special events or start times.
- This position begins **September 11th 2018**
- There will be opportunities to pick up additional shifts at other program sites if desired.

Requirements:

- Current Emergency First Aid
- Current CPR
- Criminal Record Check
- Child Welfare Check

Rate of Pay:

- Rate of pay is \$16.00/ hour

Contact Information

Please forward your resume and cover letter to Abby Charlton- Youth Services Manager at acharlton@bgcairdrie.com . Please note, only successful candidates will be contacted for an interview.

This position is open for application submissions until suitable candidates are hired.