



Job Description

(2) Keystone 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!

Keystone helps kids 14 and older channel their energy in a positive direction. It focuses on leadership, education and career development, economic and political awareness, and social recreation. Under the guidance of the program leaders, Keystone members plan activities based on their own interests and the needs of their community, giving them the chance to be involved and help change their community and their world.

Through Keystone, youth learn how to foster respect between groups and individuals. They learn valuable leadership skills and form lasting friendships with other teens across the country. And they develop self-confidence and self-esteem.

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 Keystone Program Leader is responsible for assisting in the planning, implementation, and evaluation of Keystone 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. Mondays or Thursdays 6:00- 8:00pm, one additional planning hour outside of programming, and any special events or start times.
- This position begins **September 11th 2017**
- 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 \$16.00/ hour.



Boys & Girls Club
of Airdrie

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.