



**Boys & Girls Club
of Airdrie**

**After School Program Leader (19.5-24 hours)
Club Programs, 1003 Allen Street Location**

Do you have a passion for working with some amazing children (grade 1-5) in our community?

Boys and Girls Club of Airdrie is looking to hire a dedicated After School Program Leader at our Clubhouse Location!

Our Mission

To provide a safe supportive place where children and youth can experience new opportunities, overcome barriers, build positive relationships and develop confidence and skills for life.

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 Club Location, 1003 Allen Street, for the 2019-2020 school year!

About the Opportunity

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 Manager of Club Programs, the Program Leader is responsible for assisting Leadership and Management staff in the facilitation, and evaluation of the Afterschool Programs, evening programs and/or special events at our Club Location and for the Organization.

Duties:

- To prepare and deliver daily snacks (Afterschool Program).
- Assist the Team Lead 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.
- To volunteer for a minimum of (1) internal fundraising event per operational year for the organization.

Hours of Work

- 19.5 hours per week. Monday to Thursday 2:30-6:00pm and Fridays 12:30-5:00pm.
- Hours may increase during school breaks.
- Occasional evenings and weekends when required. 6:00pm-8:00pm
- This position begins September 3rd 2019, 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.



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Qualifications

- Experience working with children in a child care environment and ability to provide references.
- 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.

Rate of Pay:

- Rate of pay is \$15.00 per hour.

If interested please submit resumes and cover letters to Boys and Girls Club of Airdrie

Attention: egraves@bgcairdrie.com and clem@bgcairdrie.com