



Okanagan
Boys & Girls Clubs

Program Leader

Date Posted: July 3, 2019 **Competition Number:** 063-19/20 **Location:** Kelowna, BC (Rutland Club)

Okanagan Boys and Girls Clubs have an opening for a Program Leader at our Rutland Club in Recreation Program. We invite applications from qualified individuals for the positions.

We can provide:

- Many opportunities for professional development
- Fun, positive work environment
- We offer a 10% discount offered to employee whose children are registered in our child care programs, including preschool, day care, and after school care programs. This discount will be offered to all Agency staff that work 20 hours a week or more, and have passed their probationary period.

Key Duties and Responsibilities:

- Develop, implement, and participate in quality and diverse recreational, social, and/or educational programming.
- Orients new families and members to the program and club.
- Oversees the day-to-day delivery of the assigned program.
- Provide direct supervision of members, and ensures their health, safety, and wellness.
- Engage in and encourage member participation in programming activities. Creates program activity calendar to be distributed to members and families.
- Performs general data entry functions such as attendance and calendars into ShareVision.
- Ensure that equipment and the facility are clean, well-maintained, and safe at all times.
- Build relationships with the children, youth, and families within their designated programs. Establishes open communication with parents/caregivers.
- Use Club vans to pick up members from school and transport to various sites if required.
- Prepares nutritious snacks and meals for members
- Mentors, guides and leads activity leaders with the program and program activities.
- Provides group and/or individual behaviour management and support.
- Ensures Agency Policies and Procedures, Program Operating Standards, WCB standards, Community Care Licensing Regulations, Risk Management requirements and general safety standards are met.

Qualifications:

- A diploma or degree in recreation and/or experience planning, implementing and evaluating recreation programs for children.
- First Aid Certificate or willingness to obtain
- Class 4 Driver's License or willingness to obtain within 3 months
- Successful completion of Agency screening including a Criminal Record Check

Hours: 35 hours per week (may require some evening and weekend work)

Rate of Pay: \$15.56 per hour

Closing Date: Open until filled

Please send resume and cover letter to:

Name: Bailey Van Os, Manager of Human Resources

E-mail: jobs@obgc.ca

Okanagan Boys and Girls Clubs is an equity employer and encourages applications from persons with disabilities, members of visible minorities, Indigenous people, people of all sexual orientations and genders, and others who may contribute to a diverse and inclusive staff team.

We appreciate and thank all applicants for their interest, however only short-listed candidates will be contacted.