



**Boys & Girls Club
Services of Greater Victoria**

A good place to be

**Job Posting
Millstream Community Club Programmer**

Posted: February, 15, 2012

Boys & Girls Club Services of Greater Victoria provides safe, supportive places where children and youth experience opportunity, overcome barriers, develop skills, positive relationships and confidence for successfully leading their lives and communities. We provide social, recreation and developmental programs to children, youth and their families that support all aspects of our mission.

The role:

Under the direct supervision of the Club Coordinator, the Programmer is responsible for program planning, implementation, and risk management of designated daily programs.

The program:

The program areas are predetermined and include licensed out of school care, professional development and holiday camps, programming for boys only and girls only, youth leadership, outdoor adventure, literacy and numeracy programs and special events.

Key duties and responsibilities include:

The Programmer is expected to build relationships with children, youth and families within their designated programs. The programmer is responsible for preparing and implementing programs while complying with licensing standards and agency policy and procedures. The successful candidate will bring to their role energy, creativity, dependability, organization, a passion for empowering all children and a general attitude of support to the community club and agency.

Qualifications and requirements:

- Post secondary degree in the child and youth care field
- Minimum one year experience working with children and youth
- Class 4 driver's license
- Familiar with Information Technology: Desktop Publishing and Microsoft Office
- Demonstrated success with relationship building in local community
- Excellent communication skills both written and verbal
- Ability to meet CRD licensing requirements for criminal record check(required prior starting employment), Doctor's note stating mentally and physically fit to work with children and current first aid & CPR certification
- Demonstrated innovative program planning and behavioral management skills

Terms of employment:

- Term: March 12-June 29, 2012 (position is based on the School Year from September to June)
- Hours: approximately 30 hours per week (Monday-Friday)
- Compensation: \$15.08-\$15.92 per hour plus 6% vacation accrual

To apply:

Submit resume and cover letter by 4:30pm Monday, February 27, 2012 by email only

- **Only applications provided electronically will be accepted.**
- **Clearly state position title that you are applying for in cover letter**
- **Email: employment@bgcvic.org**
- ***Only short listed candidates will be contacted.***