



**Boys & Girls Clubs**

A good place to be

**Job Posting**  
**Coordinator, Westshore Community Club Programs**

**Posted: January 24, 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, recreational and developmental programs to children, youth and their families that support all aspects of our mission.

**Qualifications and requirements:**

- Relevant post secondary degree in recreation, child and youth care, social work, or education
- Minimum two years experience working with youth ages 5-18
- Minimum one year supervisory experience in the child and youth care field
- Demonstrated innovative program planning for youth ages 5-18
- Excellent behavioral management skills
- Experience in adventure-based/experiential learning
- Class 4 driver's license
- Minimum one year experience overseeing multiple child & youth programs
- Demonstrated success with relationship building in local community
- Excellent computer skills and file management practices
- Excellent communication skills, both written and oral
- Strong organizational skills
- Reliable transportation
- Ability to meet CRD licensing requirements for criminal record check(required prior starting employment), doctor's note and current first aid and CPR certification

**The Role:**

Under the supervision of the Manager of Prevention Programs, the Coordinator is responsible for the design, delivery, and supervision of community programs for youth ages 5-18 in the following program areas: social and recreational, youth development, academic support and family and community engagement.

The Coordinator is expected to build relationships with children, youth and families by interacting with participants and their families, preparing and implementing these programs while complying with licensing standards, agency policies and procedures.

**Key duties and responsibilities include:**

- Planning, promotion, and delivery of licensed programs in different locations for children ages 5 – 11. This includes before and after school care and holiday camps.
- Supporting planning, promotion, and delivery of non-licensed afterschool, evening and summer programs for youth 5 – 18.
- Administration and supervisory responsibilities associated with operating community clubs, licensed out of school care, special events, family and outdoor programs;
- Involvement in community development for the purpose of planning, program development, program promotion and delivery of service.

**Terms of Employment:**

- Salary range: \$36,400– \$39,520 annually based upon a 40 hour work week. Salary will commensurate with experience.
- Benefits: Generous vacation and benefits package includes: health, dental, vision, life insurance, critical illness insurance, healthy living bonus and training funds

**To Apply:**

**Submit resume and cover letter by 4:30pm Tuesday, February 7, 2012 by email only**

- **Only applications provided electronically will be accepted.**
- **Clearly state position title, stated above, in cover letter**
- **Email: [employment@bgcvc.org](mailto:employment@bgcvc.org)**
- ***Only short listed candidates will be contacted.***