



Boys & Girls Club
Services of Greater Victoria
A good place to be

Job Posting Auxiliary Youth Programmer(s) –Community Clubs

Posted: January 25, 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 Youth Programmer is responsible for planning and implementing all programs for children and youth within our community clubs.

Key duties and responsibilities include:

The Youth 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 youth and a general attitude of support to the community club and agency.

The program:

The program areas are predetermined and include Licensed Morning Care and Out of School Care, Professional Development and Holiday Camps, programming for boys only and girls only, Youth Drop-In, Youth Leadership, Literacy and Numeracy programs, and special events.

Qualifications and requirements:

- Post secondary education in a related field (minimum of 20 hours in any of the following courses: child development, guidance, health and safety or nutrition)
- Minimum of one year's experience working with children and youth ages 5-18 years old
- Knowledge of community or non-profit organizations
- A valid driver's license with the ability to obtain a class 4 license
- Demonstrated creative and age appropriate program planning
- Excellent communication skills both written and verbal
- Demonstrated behavioral management experience
- Ability to meet CRD licensing requirements for criminal record check(**must be provided on commencement of employment**)
- Medical note, stating "mentally and physically capable to work with children"
- Current first aid and CPR certificate

Terms of employment:

- Term: February 15, 2012 to June 28th, 2012
- Hours: Auxiliary up to 20 hours per week, hours may vary: 7-9am, 2-6pm and/or 6-8pm, Monday-Friday
- Wage: \$13.05-\$15.08 per hour plus 6% vacation accrual depending on experience and qualifications
- Positions: 4

To apply:

Submit resume and cover letter by noon Wednesday, February 8, 2012 by email only

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