



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

## **Volunteer Position - Youth Programmer Assistant - Community Clubs**

**Group childcare (ages 5-12) or afterschool youth drop-in program (ages 10 -14)**

Purpose / Objective	To assist in providing a safe, supportive place for children to engage in recreational, educational and social activities.
Location	One of our four Community Clubs: Harbourside (Esquimalt), Central Saanich, Millstream and City Central
Key Responsibilities	<ul style="list-style-type: none"> <li>• Participate and provide support in program activities with youth and staff. This may include assisting with: games and recreational activities, homework support, out-trips, arts and crafts, baking, drama and other programs available at the club.</li> <li>• Assist with program planning and set-up when necessary</li> <li>• Assist with tasks linked to the daily running of the club</li> <li>• Adhere to the club's rules and boundaries, including assisting with behavior management</li> <li>• Be a friend and positive role model to program participants</li> </ul>
Qualifications	<ul style="list-style-type: none"> <li>• 19 years old or above</li> <li>• Passion for working with children and youth (experience an asset)</li> <li>• Enthusiastic and committed person who is a positive role model</li> <li>• As part of the application process you will be asked to complete a criminal record check and supply two references. Volunteers at Harbourside and Millstream Clubs will need an enhanced criminal record check and a medical note stating fitness to volunteer.</li> </ul>
Time Commitment	<ul style="list-style-type: none"> <li>• Flexible</li> <li>• 2 hours minimum per week</li> <li>• Six month commitment preferred</li> </ul>
Training / Support provided	<ul style="list-style-type: none"> <li>• Agency and program specific orientation</li> <li>• Access to in-house training such as First Aid and Food Safe, as offered</li> <li>• On-going supervision and support from supervisor and volunteer coordinator</li> </ul>
Benefits	<ul style="list-style-type: none"> <li>• Develop skills and experience (letter of reference can be supplied)</li> <li>• Experience personal growth, learning and rewards</li> <li>• Be part of a positive change in your community</li> <li>• Volunteer appreciation program, including end of year socials</li> </ul>



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Supervisor	Club Coordinator
Contact	Sarah Hancock – Volunteer Coordinator
Telephone	(250) 384-9133 ext. 215
Email	<a href="mailto:shancock@bgcvic.org">shancock@bgcvic.org</a>
Website	<a href="http://www.bgcvic.org/volunteer/info_and_application.htm">http://www.bgcvic.org/volunteer/info_and_application.htm</a>

#### Community Club details

Clubs	URL
City Central Club Coordinator – Kyla Sanderson	<a href="http://www.bgcvic.org/edu_rec_programs/city_central_club.htm">http://www.bgcvic.org/edu_rec_programs/city_central_club.htm</a>
Harbourside Club Coordinator – Andri Norton	<a href="http://www.bgcvic.org/edu_rec_programs/harbour_esq_club.htm">http://www.bgcvic.org/edu_rec_programs/harbour_esq_club.htm</a>
Millstream Club Coordinator – Alison Harding	<a href="http://www.bgcvic.org/edu_rec_programs/millstream_club.htm">http://www.bgcvic.org/edu_rec_programs/millstream_club.htm</a>
Central Saanich Club Coordinator – Lauren Steeg	<a href="http://www.bgcvic.org/edu_rec_programs/c_saanich_club.htm">http://www.bgcvic.org/edu_rec_programs/c_saanich_club.htm</a>