

Position: Afterschool Program Activity Leader (PAL)

Job Type: Part-time – 15-20 hours per week

Region: Durham, ON

Compensation: \$16.55-\$17.50

Duration: September 03, 2024- June 20, 2025

Application Deadline: Ongoing until positions are filled

SUMMARY Lead, supervise and inspire our members through engaging, fun, and safe recreational and educational activities

REPORTS TO: Site Lead – Program Coordinators/Assistants

DUTIES:

1. Lead and mentor participants with effective leadership skills.
2. Establish a safe, structured environment conducive to learning and fun.
3. Ensure each participant enjoys and benefits from the program.
4. Enforce Members' Rules of Conduct consistently and fairly.
5. Serve as a role model, demonstrating respect, maturity, and responsibility.
6. Adhere to the Principles for Healthy Child Development in program planning and execution.
7. Plan and execute engaging activities that stimulate and inspire.
8. Maintain a professional appearance and uphold personal hygiene standards.
9. Guide and support volunteers and students involved in program activities.
10. Attend meetings, trainings, and planning sessions to enhance program delivery.
11. Assist with program area cleaning and maintenance as required.
12. Represent BGC Durham positively and assist stakeholders as needed.
13. Provide constructive feedback to parents during participant sign-out.
14. Complete and submit necessary documentation accurately and promptly.
15. Follow health and safety protocols as per Occupational Health and Safety Act and Public Health Act regulations.
16. Ensure supplies and equipment are well-maintained and ready for use.
17. Attend and complete on-line and in-person training and meetings

WORKING CONDITIONS:

- Flexibility with hours based on program needs.
- Typical hours are Monday to Friday, from 2pm to 6pm. Occasional weekend trainings
- Work settings may include indoor and outdoor venues, including pool areas.

EMPLOYMENT REQUIREMENTS:

- Experience in afterschool program with a desire to work with children and youth.
- Excellent communication skills to effectively engage with participants, families and community partners.

- Familiarity with the High Five Principles of Healthy Child Development. (provided upon hiring)
- First Aid and CPR certifications are mandatory (provided upon hiring)
- Completion WHMIS, AODA and BGC University training is
- Punctuality, attention to detail, and reliability are key attributes.
- Attend Staff Training & Onboarding the week of August 26-28

Please send resumes to employment@bgcdurham.com and include Program Activity Leader and site preference in the subject line.

BGC Durham is an equal opportunity employer. We thank all applicants for their interest; however, only those selected for an interview will be contacted.

<p>Ajax/Pickering</p> <ul style="list-style-type: none"> - Bolton C. Falby PS - Carruthers Creek PS - St. James CS - Glengrove PS 	<p>Oshawa</p> <ul style="list-style-type: none"> - Eastview - Northview - Harmony Heights PS - Gordon B Attersley PS - St. Thomas Aquinas CS - St. Anne CS
<p>Whitby/Goodwood</p> <ul style="list-style-type: none"> - EA Fairman PS - St. John the Evangelist CS - John Dryden PS - Goodwood PS 	<p>Clarington/Newcastle</p> <ul style="list-style-type: none"> - Diane Hamre - John M James PS