

Position: Program Coordinator- Afterschool & Out of School (PA Days, March Break, Winter Break)

Job Type: Full-time Contract (August 19, 2024-June 20, 2025)

Region: Durham, ON

Compensation: \$20-\$22/hour based on experience

Application Deadline: 4:00 pm July 15, 2024

MAIN FUNCTION: This role is an active and integral part of the Leadership Team. You provide administration to the overall development, operation and evaluation of School Based in designated Durham Region communities. You ensure a high quality, cost effective, safe and stimulating program for our Club members. You adhere to the agency Mission and Core Values.

REPORTS TO: Director of Children and Youth Recreation Programs

DUTIES:

1. Plan, organize and supervise After-School Programs for children and youth ages 4-12 years in accordance with the MTCS After-School-Program guidelines.
2. Plan, organize and supervise Summer Day Camp programs for children and youth ages 4-12 years in accordance with the agencies policies and procedures.
3. Work collaboratively with other coordinators and program directors, develop and deliver the Afterschool and Summer Day Camp Programs using a pre-determined, coordinated approach.
4. Administer all related agency policies and procedures pertaining to the Child and Teen programs.
5. Supervise participants, staff and volunteers in a way that reinforces the BGC philosophy by creating a sense of belonging and positive interaction.
6. Recruit, train and evaluate all staff leaders (PALS) and students involved in the program.
7. Maintain monthly, quarterly and annual statistical data on Club Members.
8. Work in conjunction with the Program Director to ensure program goals and outcomes are measured at least once annually or as required. This includes the administration of the BGC member surveys and interviews to support the learning and impact project
9. Monitor the safety of all children involved in the programs.
10. Adhere to the principles of Healthy Child Development as categorized by High Five.
11. Administer the programs within established budgetary guidelines, keep accurate records of all program supplies.
12. Keep up to date on child and youth issues and training opportunities.
13. Maintain a good working relationship with other community groups, in particular schools in which the programs operate as well as municipal staff and spaces

14. Address parental and/or community complaints in a calm, professional and curious manner. Work to resolve issues in a proactive way.
15. Complete regular, informative correspondence for Club Members and their families.
16. Attend Coordinator meetings, training sessions and accept any other responsibilities and duties for the Club or community as determined by need and in by the Program Director.
17. Enforce and practice all health and safety rules in accordance with the Occupational Health and Safety Act and Government Guidelines.

WORKING CONDITIONS:

- 37.5 hours per week
 - o After-school Programs & PA Days/Break Programs
 - Monday-Friday 10am-6pm
- Occasional evenings, weekends and overtime required to accommodate the needs of the agency with compensating time off
- Frequently required to work within tight deadlines
- Includes occasional travel for training and development

EMPLOYMENT REQUIREMENTS:

- Post-secondary graduate in Early Childhood Education, Social Services Worker, Recreation and Leisure Studies, Child and Youth Care
- Minimum 1-2 years' experience in the field
- Experience in group work programs for youth 4-14 years of age
- Excellent written verbal communication and time management skills
- Familiar with the High Five Principles of Healthy Child Development
- Proficiency in computer skills
- Valid Driver's License and access to a vehicle
- First Aid and C.P.R. certification
- Punctual, meticulous, and reliable

Please send resumes to briel@bgcdurham.com