

Position: Site Lead- Afterschool Program

Job Type: Part-time – 25-30 hours per week

Region: Durham, ON

Compensation: \$18-\$20

Duration: September 03, 2024- June 20, 2025

Application Deadline: Interviews will be conducted on an ongoing until positions are filled- 16 positions available

SUMMARY Are you ready to make a meaningful impact this school year? We are seeking dedicated and enthusiastic Afterschool Program Site Leads to join our team and help create an enriching afterschool experience for children aged 4-13. You will support the delivery of high-quality afterschool programming. Your role will provide supervision and leadership to our Program Activity Leader to ensure every member makes friends, masters new skills, and fully engages in our activities.

REPORTS TO: Program Coordinators/Assistants

DUTIES:

1. Collaborate with Coordinator/Assistants to plan, organize, and supervise After-School Programs for children aged 4-13 according to BGC Durham's policies, MTCS After-School-Program guidelines, High Five Principles of Healthy Child Development, and BGC Canada's Model for Success.
2. Supervise participants, staff, and volunteers, fostering a sense of belonging, respect, and positive interaction.
3. Provide input for evaluations of staff leaders (PALS) and placement students.
4. Ensure program goals and outcomes are met, including supporting BGC member surveys and interviews.
5. Monitor the safety of all children in the programs.
6. Maintain good working relationships with community partners, schools, Club staff
7. Address parental and community concerns calmly and professionally, working proactively to resolve issues.
8. Liaise with school communities and other child care providers to ensure smooth program operation.
9. Communicate regularly with Club Members and their families.
10. Attend Site Lead Meetings, training sessions, and take on additional responsibilities as needed.

WORKING CONDITIONS:

- 25-30 Hourshours per week
 - o After-school Programs May facilitate before school programs and support PA Days/Break Programs, depending on location
 - o Monday-Friday 12-6 (hours may fluctuate, may work split shift depending on program location)
- Occasional evenings, weekends as needed with compensating pay

EMPLOYMENT REQUIREMENTS:

- Studying or graduated from Early Childhood Education, Social Services Worker, Recreation and Leisure Studies, Child and Youth Care (or combination of education and experience)
- Minimum 1-2 years' experience in the field
- Experience in group work programs for youth 4-13 years of age
- Excellent written verbal communication and time management skills
- Familiar with the High Five Principles of Healthy Child Development (will provide within 3 months of start)
- Proficiency in computer skills
- Valid Driver's License and access to a vehicle considered an asset
- First Aid and C.P.R. certification (will provide within 3 months of start)
- Clear Vulnerable Sector Screening
- Attend Training & Onboarding- August 26-28, 2024

Please send resumes to employment@bgcdurham.com and include your preferred site/school/geographic location 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