

After School Program Leaders - Job Posting Info

The Boys & Girls Clubs of Greater Halifax is hiring After School Program Leaders (part time and full time) for its fall 2018 program at all club sites. This is a 10-month contract from September 2018 – June 2019 (renewable).

Program Leaders are responsible for assisting in the planning, coordination and delivery of the afterschool program for children ages 5 to 12 years old.

Contract, part-time position – 20-35 hours a week, hours are negotiable.

Skill Requirements: A criminal records check and child abuse registry check are required for all employees of the Boys & Girls Club of Greater Halifax.

Education: High School or Post-Secondary students encouraged to apply.

Experience: Demonstrated experience working with children and youth

Language: Speak English, Read English, Write English

Specific Skills: * Ability and willingness to plan and participate in social, recreational and outdoor activities for school aged children*Excellent communication skills* Patience with children and coworkers*Excellent time and stress management skills*Availability to work afternoon shifts * Work occasional evenings and weekends to supervise programs and/or events.

Work Conditions and Physical Capability: Fast-paced environment, Active play with school aged children.

Duties and Responsibilities

- Responsible for care, nurturing, supervision and safety of children between ages 4 and 12 years old.
- Responsible for planning, coordinating and facilitating activities that are consistent with BGCCH values and core programming areas.
- Engage children in activities and provide a sense of belonging and inclusion
- Set specific program goals for/with children
- Meet with Program Lead/Club Lead weekly to ensure program planning is complete and appropriate.
- Inform Program Leads of needed supplies for programs, one week in advance
- Complete Incident Reports as required and submit to Program Lead.
- Take attendance and relevant program records.
- Prepare and clean program space
- Maintain positive and professional working relationships with co-workers.
- Attend regular staff meetings
- Participate in training, as required.

Successful applicants must be available for in-house training from August 27 – 31st.

After School Programs start September 5th.

Please send resumes and cover letters to

jointheteam@bgcgh.ca. For further information please contact

Veronica McNeil, Director of Operations at 902-435-9918