



DIRECTOR OF PROGRAMS - Boys and Girls Clubs of Greater Halifax

The Opportunity:

This is an exciting opportunity for someone to help a trusted and experienced charity with the leadership, direction, development, and renewal of its life-changing programs for children and youth. The Boys and Girls Clubs of Greater Halifax seeks a Director of Programs. This position is responsible for, but not limited to, the direction of all programs that are created, developed and maintained by our charity. As part of the senior leadership team, the Director of Programs will ensure that all programs are meeting standards of operation, and assist in their staffing and funding. They will work with and support multi-disciplinary program teams at multiple sites, bring a passion for and experience with children and youth programs, and possess an appetite for program innovation, program development, and community partnerships.

About the Boys and Girls Clubs of Greater Halifax:

At the Boys and Girls Club, every kid is a kid of privilege. Our charity offers a diverse and dynamic range of programs to children and youth from a broad spectrum of backgrounds and neighbourhoods. We host programs at six club sites: Cole Harbour, Dartmouth North, East Dartmouth, Humber Park Elementary, Sackville, and Spryfield. Last year, we served nearly 4,000 children and youth. We provide after school, summer camp, youth drop-in, breakfast, leadership, and education programs. Many of our “club kids” see our club as a second home, and a safe space to develop positive relationships, overcome barriers, and learn from positive role models. Find out more by visiting www.bgcqh.ca. Follow us [@BGCGreaterHfx](https://twitter.com/BGCGreaterHfx) or ‘like’ us facebook.com/bgcqhfx/.

Responsibilities and Tasks:

The Director of Programs’ tasks and responsibilities will include:

- Oversight for the development, implementation, and evaluation of a variety of developmentally appropriate programs including breakfast, leadership, youth engagement, summer camp, before-and-after school, education, and recreation programs.
- Assisting with the recruitment, development, training, and supervision of program staff at multiple club sites in greater Halifax.
- Identifying and conceiving of new program experiences for our children and youth.
- Ensuring programs are specifically designed to build age-appropriate skills and create experiences that contribute to the positive personal development of our children and youth.
- Consistently assessing and measuring program outcomes, and seeking the feedback and input of our program participants as part of our continuous quality improvement process.
- Representing the Boys and Girls Clubs of Greater Halifax at community meetings, special events, or presentations to supporters.
- Seeking community partnerships and alliances in support of programming.
- Working with and responding to program-related challenges; problem-solving.
- Managing program resources and informing program budgets.
- Developing and renewing policies pertaining to program safety, protocols, and provincial government and Boys and Girls Club standards.

- Managing and reporting of data and program results for the leadership team, year-end analysis, Boys and Girls Clubs of Canada, and our Annual Report.
- Identifying program funding opportunities within the Boys and Girls Clubs of Canada and other sources.
- Working closely and communicating with the leadership team, club site managers, client families, volunteers, and program partners.
- Other duties as assigned.

Experience and Qualifications:

- Experience in program management and/or project management, ideally in a non-profit environment, as well as experience leading staff
- Experience in child supervision and/or children and youth engagement and programs.
- Experience in running programs and/or activities for children and youth.
- Criminal record/vulnerable sector and child abuse registry checks are required.
- Must have a valid driver's license for the province of Nova Scotia and a vehicle for work use (the organization reimburses as per travel allowance policy).
- Willingness to obtain a Class 4 driver's license.
- Must possess a passion for our programming and the Boys and Girls Club movement.
- Flexibility and ability to support and engage teams in multiple Boys and Girls locations.
- Excellent interpersonal skills with ability to support and motivate professional staff.
- Ability to develop and build high performing teams.
- Ability to meet with club families, children/youth, parents, volunteers, and funders.
- Strong problem solving skills.
- Proven ability to develop and manage programs.
- A working understanding of leadership principles and management best practices.
- Knowledge and experience with writing & managing grants/proposals.
- An initiative-taker who can make decisions and step in as needed to support teams.
- Advanced organizational skills with proven experience in developing systems and procedures for ensuring safe, efficient, effective, and accountable programs.
- Diploma or degree in a related field such as social work, child & youth studies, or recreation management.

Hours of Work:

This is a permanent, full-time position. Responsibilities require work service of 40 hours per week; occasional evening and/or weekend work may be required to support events and programs.

To Apply:

The deadline to apply for this position is **4 pm, March 26th, 2019**. Please forward a c.v. and a cover letter expressing your interest in this position in confidence to the attention of CEO Henk van Leeuwen at henk@bgcgh.ca. Only those candidates selected for an interview will be contacted.

We welcome applications from Aboriginal People, African Nova Scotians and Other Racially Visible Persons, Persons with Disabilities, and Women in occupations or positions where they are under-represented. If you are a member of one of the equity groups, you are encouraged to self-identify, on your application form, cover letter, or on your resume.