



Boys & Girls Clubs
of Greater Halifax

Program Coordinator – North Dartmouth site

Job Posting Info - Deadline for applications is April 17, 2019

The Boys and Girls Clubs of Greater Halifax is recruiting a full-time Program Coordinator for the North Dartmouth club site located at 60 Farrell Street.

Reporting to the Club Manager, the Program Coordinator is responsible for overseeing the planning, coordination and facilitation of the programs for children ages 5 – 12. The Program Coordinator oversees a team of program leaders who engage children in BGCGH programs.

Full time position – 40 hours a week, with benefits; salary based on education and experience

Education: Post-secondary degree/diploma an asset.

Experience: 1-2 years supervising staff and program management

Language: Speak English, Read English, Write English

Specific Skills: * Strong interpersonal skills with ability to support and motivate staff * Ability to develop and build high performing teams * Skills in managing and/or resolving conflicts and giving and receiving criticism * Program planning and evaluation, budgeting and time management* Possess willingness to learn, improve and adapt * A working understanding of leadership principles * Ability to work with minimal supervision to meet deadlines * Ability to manage multiple projects and priorities * *Proven ability to manage staff * Demonstrate excellent verbal and written communication skills *Managing one's own time and the time of others * Work evenings and weekends to supervise programs and/or events.

Work Conditions and Physical Capability: Fast-paced environment, Repetitive tasks

Duties and Responsibilities

Programs

- Work with program staff to ensure weekly planning and daily implementation of programs for After School, In-services and Day Camp programs.
- Program/Project coordination and planning of childrens programs (After School, Inservice Days, summer camp)
- Ensure program staff are aware of and implementing BGCGH program policies and procedures.
- Ensure program staff have program supplies when required.
- Foster an atmosphere that promotes healthy lifestyle, self-esteem, and teamwork through fun, safe and challenging activities while being a positive adult role model for children, youth, families and community
- Assist the Club Manager in the assessment and evaluation of children and youth programs and obtain regular feedback from members and families
- Report any incidents and/or accidents to Club Manager

- Coordinate and/or participate in sleepover camping trips (i.e. March Break, Summer Camp, etc.)
- Work with Program Staff to ensure all planning is completed for afterschool and day camps

Staff

- Assign duties and support program staff
- Meet with Program Staff on a weekly basis to ensure that program planning is completed relevant to club members' needs and program outcomes for grant requirements are met
- Ensure program plans are carried out in keeping with the Boys and Girls Club policies
- Assist with training, coordination and evaluation of program staff and volunteers, when needed

Administration

- Maintain program statistics and report to the Club Manager on a weekly basis
- Inform the Club Manager of any participant who is not attending programs on a regular basis or if there has been no contact received from parents/guardians explaining their child's absence.
- Maintain an inventory of supplies and equipment
- Ensure all program staff have all supplies/equipment needed for program coordination and delivery
- Maintain accurate sign in/out sheets, pick up (bus and walking) sheets and attendance sheets

Club Support

- Participate and contribute to staff meetings, as well as report on areas of responsibilities.
- Work as a team member with other staff and volunteers (if applicable)
- Participate in training / meetings
- Participate / lead special events, activities and/or fundraising when needed
- Ensure staff set-up / dismantle all rooms for programming and are left cleaner than before.
- Ensure premises are secure and facilities clean at the end of each day
- Participate in problem solving and conflict resolution activities as needed
- Participate in general maintenance/cleaning of all facilities, vehicles and equipment
- Maintain professional relationships and work as a team member with supervisors, peers, members, volunteers and parents
- Perform other duties as required by the Club Manager as requested

Please send resumes and cover letters to Veronica McNeil, Director of Operations at jointheteam@bgcgh.ca