



CLUB: Central Saanich and Westshore

Boys & Girls Club of Greater Victoria's Mission is to provide safe, supportive places where children, youth and families experience opportunity, overcome barriers, develop skills, positive relationships and confidence for successfully leading their lives and communities. We provide social, recreational and developmental services to children, youth and their families that support all aspects of our Mission.

The Agency supports practice through a trauma-informed lens, placing a priority on participant safety, choice, and self-determination. All our programs are approved by the Commission on Accreditation of Rehabilitation Facilities (CARF).

Position Summary

The Child & Youth Care Worker - Lead is responsible for the oversight of after-school program planning, implementation, and risk management of licensed group childcare for children 5-12 years of age. Key to this role is relationship building and behaviour management for children and youth within our community clubs. The Lead will plan and implement innovative daily programs and utilize strong group facilitation skills to create safe spaces of belonging. The Child & Youth Care Worker - Lead ensures that the predetermined programs consistently align with the Agency's Core Values, comply with licensing standards and Agency policies and procedures. There are two positions available in Central Saanich and Colwood.

Key Duties and Responsibilities

- Acts as the lead staff person and contact point for the overall daily operations of the program
- Implements structured, creative, and developmentally-appropriate programs
- Has a sound understanding of VIHA's licensing regulations
- Utilizes behaviour and learning strategies that are individualized to fit the participant needs and abilities based on their Care Plans
- Understands, promotes and adheres to site and program-specific boundaries and expectations of behaviour and conduct, licensing regulations, CARF, Agency policies, protocols, procedures, and industry standards of practice
- Facilitates participant engagement in daily program activities
- Communicates changes in participant behaviours, including the delivery and implementation of Care Plans
- Develops and implements program-specific expectations
- Employs preventative strategies and uses a strength-based approach when interacting with participants
- Actively engages and role models positive behaviours when leading activities
- Utilizes learning theory approach (visual, verbal and tactile/experiential) when interacting with participants
- Provides direct supervision and sets healthy boundaries including physical, environmental, emotional, psychological, and social to ensure participants safety
- Contributes to the implementation and/or development of innovative age-appropriate programs
- Develops an Individual Care Plan which supports family involvement, as needed
- Assists with overseeing all daily operations in designated program area
- Participates in program evaluations and surveys as directed by the Supervisor
- Adheres to Program and Agency Covid-19 Health & Safety Protocols
- Role models and promotes clear, consistent, professional communication and relationship-building among staff, parents/guardians and other community professionals
- Liaises between staff, families, Supervisor and other internal Agency contacts when necessary for resource referrals
- Implements appropriate protocols and procedures when conflict arises within the staff team, supervisor, participants, and/or families



Qualifications

- Relevant Post-Secondary Degree in Recreation, Education, Child & Youth Care, Social Work or equivalent combination of education and experience
- Minimum of 20 hours of training or courses in one of the following areas: child development, guidance, health and safety, or nutrition
- Meet all necessary VIHA licensing requirements to be a facility manager
- Minimum of two years' experience working with children and youth ages 5-18 years (camp or licensed childcare setting, an asset).
- Minimum of one year experience supervising staff and leading a team.
- Clear understanding and experience with the "Community Care and Assisted Living Act" and the "Child Care Licensing Regulations".
- Experience with the Positive Behaviour Support Model and proactive strategies for guiding children's behaviour
- Demonstrated innovative program planning and a preventative approach to behaviour management
- Excellent organizational and record-keeping skills
- Experience with and interest in nature based programming, play based learning, environmental education and adventure education
- Experience in outdoor pursuits such as: archery, canoeing, climbing wall, low ropes, and wilderness program facilitation
- Standard current First Aid/CPR C certification with AED
- Reliable transportation
- Class 4 Driver's License (mandatory within two months of hire)
- Successful criminal record check clearance prior to employment

Position 1 – Central Saanich Club – Brentwood Bay

Job Details

- **Wage Range:** \$18/hour-\$20/hr + 6% vacation pay, depending on demonstrated competencies
- **Term:** September 7, 2021 - Permanent
- **Hours:** 30 hours/week
- **Scheduled Shifts:** 2:00pm -6:00pm, Monday- Friday; 10 hours administration time; up to 40 hours during school closures
- **Location:** Central Saanich Club - 1233 Clarke Road, Brentwood Bay, BC
- **Benefits:** Extended health coverage including dental, prescriptions, optical, life insurance, critical illness, long-term disability

Position 2 – Westshore Club – Colwood

Job Details

- **Wage Range:** \$18/hour-\$20/hr+ 6% vacation pay, depending on demonstrated competencies
- **Term:** September 7, 2021, Permanent
- **Hours:** up to 30 hours per week
- **Scheduled Shifts:** Monday-Friday, 2:00-6:00pm; 10 hours of Administration time; 40 hours during school closures
- **Location:** Westshore Club - 345 Wale Road,, Colwood, BC
- **Benefits:** Extended health coverage including dental, prescriptions, optical, life insurance, critical illness, long-term disability



To Apply

- Please submit your resume and cover letter clearly indicating which position you are applying for in your email subject line
- Submit your resume to employment@bgcvic.org
- Please use our tagline “*Opportunity Changes Everything*” in the first line of your cover letter
- The job posting will remain open until the position is filled
- We thank all who apply. Only shortlisted candidates will be contacted

Important Note Regarding COVID-19

- This is a front-line position working in direct contact with children, and it is considered safe according to governmental guidelines for pandemic outbreaks.
- As an organization we are taking the necessary precautions and adhering to all Provincial Health Authorities’ (PHA) recommendations including sanitization, hand washing and physical distancing.
- Please do not apply if you are at risk with underlying health concerns or have your own personal concerns regarding physical distancing that go beyond the PHA’s recommendations as we cannot accommodate while adhering to governmental directives

The Boys & Girls Club of Greater Victoria acknowledges the Lkwungen, WSÁNEĆ, T’sou-ke, MÁlexeŁ and Scia’new people, whose traditional territories we live and work upon each day.