

## **Supervisor – Licensed Programs**

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 Program Supervisor is responsible for the safe and effective provision of child/youth programming and service delivery in their program portfolio, including planning, implementation, risk management and supervision of front line youth workers and volunteers. Foundational to this role is child/youth health promotion, relationship-building and behavior management, supporting participants through a trauma informed lens, placing priority on participant safety, empowerment and skill development. This is an integrated supervisor and in-program position, and demonstrates the active pursuit of intentional practice with a relentless focus on outcomes and results. The Program Supervisor leads by example adopting the Agency's Core Values and Code of Ethics to guide decision-making and professional behaviour.

## **Duties and Responsibilities**

- Establishes and maintains a professional working relationship with assigned Licensing Officer
- Obtains the Child Care Facility Operating License
- Implements best practices that support positive behavior strategies and relationship development
- Implements and evaluates new/existing programs in collaboration with program manager
- Collects data, information and success stories
- Works in-ratio as an active team member, role modelling and supporting quality program delivery and best practices
- Delivers programs/services to required accreditation and other applicable standards
- Completes Work Plans, Performance Reviews and Training Plan for direct reports
- Provides service delivery through the lens of the following evidence-based research: strengths-based, Trauma Informed Practice & Positive Behaviour Support and adventure/nature-based learning
- Promotes team effectiveness between staff members through regular staff meetings and supervisions
- Recommends relevant innovative program development ideas/concepts
- Delivers programs offering a variety of indoor and outdoor activities that promote the physical, intellectual, emotional, and social development of children/youth
- Understands and incorporates the stages of child development in program/service delivery
- Communicates, implements and monitors CARF standards and aligns work practices and systems to comply with current accreditation cycle
- Inputs, monitors and maintains data in program database systems for analysis, quality assurance, report preparation, on-going evaluation, accountability and program development
- Develops and maintains environments which are free from threat of harm
- Monitors and reviews written case notes to ensure compliance to Agency standards; identifies training development opportunities
- Monitors supplies inventory, optimizes purchasing ROI, orders/purchases supplies and prepares accurate expense reporting

## Qualifications

- Relevant post-secondary degree in recreation, education, child and youth care, social work, criminal justice or equivalent combination of education and experience
- 3 years' experience working and developing innovative programs
- 2 years' experience supervising and supporting a staff team
- Extensive experience with Community Care Licensing
- Positive Behaviour Support knowledge
- Current First Aid/CPR C certification
- Experience developing and implementing Care Plans/Service Delivery Plans
- Demonstrated ability to incorporate stages of child development in program/service delivery
- Demonstrated preventative approach to behavioural management
- Experience with trauma informed practice
- Class 4 driver's license; clean driver's abstract
- Effective verbal, written and presentation/group facilitation skills
- Effective organizational skills
- Satisfactory Criminal Record Check
- This position requires double COVID-19 vaccination

## Assets

- Knowledge of and experience working in a licensed/accredited program environment
- FoodSafe Certification
- Knowledge of Behavioural Interventions

## Position Terms:

- **Wage:** \$47,840-\$58,240
- **Status:** Full-Time, Permanent
- **Hours:** 40 Hour per week
- **Expected Start Date:** January 4 2022
- **Benefits:** Extended Health coverage including dental, prescriptions, optical, life insurance, critical illness, long-term disability
- **Opportunities:** Professional Development

## To Apply

- Please submit your resume and cover letter stating the position that you are applying to and clearly demonstrating how your experience and qualifications relate to the position
- **Email:** [employment@bgcsvi.org](mailto:employment@bgcsvi.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 youth, and it is considered safe according to governmental guidelines for pandemic outbreaks.
- This position requires double COVID-19 vaccinations.
- We are taking the necessary precautions and adhering to all Provincial Health Services Authorities' (PHSA) recommendations on sanitization, mask wearing and social distancing in close proximity.
- Please do not apply if you are at risk with underlying health concerns or have your own personal concerns regarding social distancing that go beyond the PHSA's recommendations as we cannot accommodate while adhering to governmental directives

*Boys & Girls Club of Greater Victoria acknowledges the Lkwungen, W̱SÁNEĆ, T'Sou-ke, M̱Álexeł and Scia'new people, whose traditional territories we live and work upon each day.*