BGC South Vancouver Island's (BGCSVI) 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. Our programs are approved by the Commission on Accreditation of Rehabilitation Facilities (CARF).

At BGC South Vancouver Island, we believe *"Opportunity Changes Everything!"*

Position Summary

The Child & Youth Care Worker – LEAD is responsible for planning, delivering and evaluating program activities for children and youth, ensuring a safe and supportive environment. Key to this role is leading onsite teams in relationship-building and positive behavior management among children and youth in licensed and youth development programs. This role emphasizes building positive relationships and serving as a role model for program participants. The Child & Youth Care Worker – LEAD facilitates group activities and delivers innovative, outcomes-focused programming using a trauma-informed approach that prioritizes safety, empowerment, choice, and skill development. The role also involves upholding the Agency's values in daily practice, adhering to policies, procedures, and relevant standards, and following the Agency Code of Ethics to guide professional decision-making and behavior. The Child & Youth Care Worker – LEAD maintains a purposeful focus on achieving program goals and fostering meaningful outcomes for participants.

Position Details

Wage: $21/hour
Hours: 30 hours/week
Shift: Monday – Friday, 2:00pm – 6:00pm + 10 hours flexible administration time
Location: Westshore Club – 345 Wale Road, Langford, BC
Benefits: Extended Health Care Benefits after 3-month probation period
Municipal Pension Plan: Mandatory participation in the Municipal Pension Plan required
Start Date September 9, 2026 (with training dates of August 31 to September 2, from 9:00am – 2:00pm & September 8th from 9:00am – 3:00pm, no work September 3 and 4)
Opportunities: Professional development, supportive work/life balance, training and development, career opportunities and advancement

Key Duties and Responsibilities

- Organizes and implements creative, intentional, and developmentally-appropriate activities and experiences
- Using a preventative, strengths-based, and positive role model approach, facilitates participant engagement in daily program activities
- Utilizes a learning theory approach (visual, verbal and tactile/experiential) when interacting with participants
- Adheres to CARF accreditation, Agency's policies and procedures, and operates within the Agency's goals and objectives, as outlined in the Model for Success
- Ensures the safety and well-being of participants setting clear boundaries, communicating expectations, modeling respectful behavior and maintaining a structured and secure environment
- Nurtures positive relationships and professional communication with families regarding participants' day
- Ensures the safety of participants. Responds to emergencies in accordance with established policies and guidelines

- Ensures safe transportation home for youth by confirming pick-up arrangements, verifying plans with parents or guardians, monitoring departures and promptly addressing any changes or issues
- Participates in reviewing and providing feedback on activities and services, as requested by the Supervisor
- Provides/collects data per Agency documentation protocols for attendance, log books and timesheets/expenses
- Assists with self-administration of medication as required in accordance with established guidelines, procedures and instructions
- Protects confidentiality and the rights of the person served
- Communicates upcoming program activities in clear and consistent ways by developing tools such as calendars, newsletters, or similar formats on a monthly/quarterly basis, incorporating team input and submitting final versions for approval
- Adheres to program-specific schedules for cleaning, inventory of supplies, and other associated maintenance tasks
- Works cooperatively, collaboratively and pro-actively within the team and within position role and boundaries
- Transports children and youth to and from programming, out-trips and events
- Adapts activities and services to meet Individual Care Plans for each participant in collaboration with Supervisor
- Works with Supervisor (and child's support worker, if participant has one) to implement behaviour and learning strategies individualized to the unique needs of each participant and the Care Plan
- Adheres to licensing regulations and reporting requirements
- Serves as the lead staff on-site when supervisor not present, guiding daily program activities, acting as main contact for parents and staff
- Holds the Community Care Facility License for the Club location, ensuring building security and reporting incidents to the supervisor
- 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
- Operates within the Agency and program goals and objectives, as outlined in Walker Grids and Logic Model
- Applies the Agency Core Values to daily practice
- Role models and promotes clear, consistent, professional communication and relationship-building among staff, parents/guardians and other community professionals
- Liaises between staff, families, other internal Agency contacts when necessary for resource referrals as directed by or in consultation with Supervisor
- Implements appropriate protocols and procedures when conflict arises within the staff team, supervisor, participants, and/or families in collaboration with or as directed by the Supervisor
- Adheres to the protection of confidentiality and rights of the person served
- Actively participates in monthly staff meetings, training and scheduled supervision meetings
- Assists with maintaining environments that are free from threat or harm by identifying, addressing and/or reporting potential risks including enforcing safety rules, inspecting play areas for hazards, ensuring equipment is in safe working condition, overseeing interactions with children to prevent bullying or unsafe behaviours and providing clear guidelines for safe use of spaces and materials
- Adheres to Program and Agency Health & Safety Protocols
- Adheres to monthly and quarterly Health and Safety schedules, drills, training and licensing reports
- Adheres to program specific schedules and routines for cleaning, sanitation, inventory of supplies, and other associated maintenance tasks
- Attends relevant training, as needed or requested
  Completes pre-inspection of Agency vehicles and Out-Trips, with a clear understanding of the nature of out-trip, including all environmental hazards
- Engages with volunteers to answer questions, guiding their involvement with children while demonstrating appreciation for their non-ratio role and acknowledges their contributions

- Promotes program activities as requested at school presentations, information fairs, phone calls or flyer distribution
- Participates as Agency brand champion at community events, committees and other functions as requested

A full list of duties and responsibilities will be provided in the position description

Minimum Qualifications

- **Must have class 4 drivers license and clean driving abstract**
- Must be 19 years of age
- Relevant certificate in Recreation, Education, Child & Youth Care, Social Work or human social services field or equivalent combination of education and experience
- 6 months recent related experience with a minimum of 20 hours training in child development, guidance, health and safety or nutrition to meet licensing standards
- Demonstrated experience in relationship building and working with diverse family systems
- Experience working with children and youth ages 5-16 years
- Standard First Aid certification and CPR C
- FoodSafe – Level 1

To Apply

- ***Please submit your resume and cover letter to employment@bgcsvi.org indicating which position you are applying for in your email subject line*** and clearly demonstrating how your experience and qualifications relate to this position
- In the first line of your cover letter, please use our tag line ***"Opportunity Changes Everything"***
- We thank all who apply. In align with our mission, we strive to create safe, supportive places and welcome all to apply

Internal Applicant Closing Date: July 20, 2026
External Applicant Closing Date: Open until filled
External applicant interviews will take place on a continuing basis after July 20, 2026

This position is open to all applicants. This position requires union membership.

Interested by the opportunity but not sure how to make it fit? Start the conversation and let's discuss options! Please feel free to reach out with inquiries or for more information via employment@bgcsvi.org

In alignment with our 5 Core Values, BGC South Vancouver Island is proud to be an equal opportunity employer, welcoming diversity and inclusivity in all practices within the organization

BGC South Vancouver Island acknowledges the Lkwungen, W̱SÁNEĆ, T'Sou-ke, MÁlexeŁ and Scia'new people, whose traditional territories we live and work upon each day