



**JOB DESCRIPTION: PROGRAM SUPERVISOR (OSC)
Boys and Girls Clubs of the Foothills (BGCF)**

Position:	OSC Program Supervisor
Type of Employment:	Part time/full time, as negotiated
Supervision Responsibilities:	All children participating in program, as well as program staff
Responsible to:	C.E.O.
Location:	Boys and Girls Clubs of the Foothills

Qualifications

Minimum of 5 years experience working directly with children and youth. Experience in the Not for Profit sector preferred. Must have excellent interpersonal skills; non-judgmental; positive attitude and be empathetic. Alberta Government certification minimum Level 3 Certification. Program Supervisor must have current and valid First Aid Certification.

Program Supervisor must have a working knowledge of how to read and implement the Child Care Licensing Regulations.

Primary Responsibilities

The Program Supervisor will be responsible for the development and implementation of all programming for the children and youth of the BGCF in preschool, out of school care programs, youth programs and summer camps.

- Organizes, directs and implements programming
- Works in program with children
- Refers youth in need of additional services to appropriate agencies
- Meet with volunteers and orientate them to the Club environment
- Implements a variety of comprehensive youth programs, services and activities that address the interest and needs of all Club members ages 13 to 18
- Ensures planned programs, services and activities are implemented in accordance with organizational mission, policies and procedures
- Solicits input from staff, community, parents, volunteers and Club members for improvement
- Productively and positively contribute to the organizational goal to maintain a safe, healthy, and enjoyable workplace
- Attends staff development and other specified training
- Ensure that organizational goals and objectives are met
- Other duties as assigned.

Community Development

- Participate in community-based committees as deemed relevant.
- Develop partnerships to enhance the delivery of services to members and their families.
- Promote the BGCF in the community through media venues as needed.

Programming

- Assist with the development and implementation of Club programs.
- Support Club programming and participate as necessary.
- Develop and collect participant & family evaluations of programs.

Competencies

- Ability to work with minimum supervision and direction
- To mentor and uphold the BGCF Code of Conduct and our core values as described below:
 - I shall fulfill my obligations and responsibilities with loyalty, integrity.
 - I shall serve participants of the community in a conscientious, respectful, diligent and efficient manner.
 - I shall not discuss content of meetings outside of board and/or staff meetings.
 - I shall protect the privacy of clients and hold in confidence all professionally acquired information concerning clients, staff, board members and volunteers. I shall disclose such info only when legally or professionally obligated to do so.
 - I shall treat my colleagues with respect and work cooperatively with them.
 - I shall treat our partnerships and other agencies with respect and endeavor to work cooperative with them.
 - I shall treat the Club, its services and programs with dignity, respect and conduct myself in a manner conducive to the well-being of the BGCF.

Other Requirements:

- Must provide a current clear Criminal Reference Check (CPIC) and Vulnerable Sector Check.
- Must have a valid driver's licence.