

NOW HIRING!

Job Posting – Program Supervisor (Level 2 or 3) High River Out of School Care (OSC) Program

BGC Foothills Clubs is looking to hire a permanent Program Supervisor with Level 2 or 3 – Early Child Care Certification to supervise and manage our High River Out of School Care (OSC) Program. We are looking for a dependable, caring person, who likes dealing with the public, helping children, and who is committed to the wellness of children!

Hours of work

40 hours/week

Qualifications

The Program Supervisor will have at minimum Level 2 – Early Child Care Certification. 3-years of experience working directly with children and youth. Experience in the Not-for-Profit sector preferred. Must have excellent interpersonal skills; non-judgmental; a positive attitude and be empathetic. Must have First Aid Certification. Must have current (within 6 months) Police Intervention with Vulnerable Sector Check. Must be able to lift 30 lbs.

Primary Responsibilities

The Program Supervisor will be responsible for the development and implementation of all programming for the children attending BGC Foothills Clubs – High River Out of School Care (OSC) Program.

The successful candidate will:

- Work in ratio with children during both before school and after school periods, as well as the successful candidate will coordinate all aspects of the High River Out of School Care Program, including working in the program.
- Plan, carry out and assess developmentally appropriate activities and experiences.
- Individualize the curriculum
- Ensure guidance of children’s behaviour that encourages positive self-concept
- Ensure the child’s environment is healthy and safe
- Maintain positive communication with parents
- Follow and implement all licensing requirements
- Productively and positively contribute to the organizational goal to maintain a safe, healthy, and enjoyable workplace
- Attend staff development and other specified training
- Ensure that organizational goals and objectives are met
- Other duties as assigned.

Preferred candidates will have:

- Level 3 Childcare Certification
- Current First Aid Certification
- Previous supervisory experience is considered an asset.



For more information or to apply for this position, please email operations@bgcfoothills.com. We thank all candidates for their interest, however, only those selected for an interview will be selected.