



Okanagan
Boys & Girls Clubs

Activity Leader

Date Posted: February 15, 2019

Competition Number: 207-18/19

Locations: West Kelowna, Downtown Kelowna and Rutland

Okanagan Boys and Girls Clubs invite applications from qualified individuals for role of Activity Leader in our After School Care programs with our Club Services Team and Community Based programs.

We can provide:

- Many opportunities for professional development
- Fun, positive work environment
- We offer a 10% discount offered to employee whose children are registered in our child care programs, including preschool, day care, and after school care programs. This discount will be offered to all Agency staff that work 20 hours a week or more, and have passed their probationary period.

Key Duties and Responsibilities:

- Engages in and encourages member participation in programming activities.
- Provides high quality club experiences to members.
- Provide direct supervision of members, and ensures their health, safety, and wellness.
- Creates a safe and engaging environment in which the members can interact.
- Ensures that equipment and the facility are clean, well-maintained, and safe at all times.
- Builds relationships with the children, youth, and families within their designated programs. Uses Club vans to pick up members from school and transport to various sites.
- Assists Program Leader with developing activities.
- Prepares nutritious snacks and meals for members.
- Provides group and/or individual behaviour management and support.
- Follows Agency Policies and Procedures, Program Operating Standards, WCB standards, Community Care Licensing Regulations, Risk Management requirements and general safety standards.

Qualifications:

- Successful completion of a course or a combination of courses of at least 20 hours duration which include child development, guidance, health and safety or nutrition
- Valid First Aid Certificate
- Class 4 Driver's license is considered an asset
- Successful completion of Agency screening process, including criminal record check

Hours: Part time and casual hours available

Rate of Pay: \$14.00 per hour

Closing Date: Open until filled

Application Process:

Please apply in writing with a cover letter and resume to:

Name: Bailey Van Os, Manager of Human Resources

E-mail: jobs@obgc.ca

Okanagan Boys and Girls Clubs is an equity employer and encourages applications from persons with disabilities, members of visible minorities, Indigenous people, people of all sexual orientations and genders, and others who may contribute to a diverse and inclusive staff team.

We appreciate and thank all applicants for their interest, however only short-listed candidates will be contacted.