



Boys & Girls Clubs
of Lawrence Heights

A good place to be

JOB POSTING - PROGRAM STAFF (10-20 HOURS/WK)
BOYS' AND GIRLS' CLUBS OF LAWRENCE HEIGHTS
BAYCREST PUBLIC SCHOOL & BRIAR HILL JR PUBLIC SCHOOL
CHILDREN'S AFTERSCHOOL PROGRAM (4 POSITIONS AVAILABLE per site)

Boys' and Girls' Club of Lawrence Heights serves over 100 children and youth in the Lawrence Heights (Lawrence and Bathurst) and surrounding communities providing social, physical, educational, creative, seasonal, and community support programs. We are looking for motivated and dedicated people to facilitate our afterschool children's program for the 2011-2012 school year for children ranging in age from 6-12 years old.

Responsibilities:

- Participate in training, orientation and staff meetings
- Abide by the policies and procedures of St. Alban's Boys' and Girls' Club
- Take day to day instruction from supervisors
- Facilitate a dynamic program that will be creative, challenging, fun, and memorable for children and youth and that also meets program requirements
- Ensure the safety and security of the participants and respond to critical incidents as outlined in our policies and procedures
- Provide guidance and support to program volunteers
- Complete appropriate paperwork in a timely manner (incident reports, program plans, stats reports, and evaluations) and reports to Site Coordinators and Program Coordinators on a regular basis
- Attend regularly scheduled meetings
- Maintain positive professional relationships with peers, participants, parents, and partners
- Assist in the evaluation of program at the end of the school year.

Qualifications:

- Minimum 16 years of age
- Outgoing, leadership skills and enthusiastic
- Prior experience working/volunteering in a program setting
- Creative programming ideas and experience bringing diverse groups of children together in a recreational, social, or educational setting
- Standard first aid qualifications (acquired before first day of training)
- Must be a team player and be able to work well with others
- Experience working within culturally-diverse communities including an understanding of visible and invisible dimensions of diversity
- Ability to work from an anti-racist/anti-oppression based approach/framework

St. Alban's Boys' and Girls' Club encourages applications from the local community and from equity-seeking groups. We thank all applicants for applying, however, only those selected for an interview will be contacted. The successful candidates for these positions must undergo a Criminal Reference Check.

Compensation Type: Hourly, Amount: \$10.75 - \$13.50 (based on experience)

Must be available to work Monday, Tuesday, Wednesday, Thursday and/or Friday's 4pm-6pm or 3pm-6pm (Children's Program).

This is a contract position from September 2011-June 2012.

Please forward resume by e-mail to:

Shawn Burgess, Community Outreach Director

St. Albans Boys' and Girls' Clubs

shawn@stalbansclub.ca

Deadline for Application: August 22nd, 2011 by 5:00pm (No phone calls please)