



Job Title: Assistant Site Supervisor- Evening Programs	Application Deadline: March 13 th , 2023
Start Date: March 27 th , 2023 (Flexible)	Contract: Full Time- Permanent
Location: Montague, PE	Wage: \$19.00/hour
	Hours: 37.5/week <i>(must be willing to work 3 evenings per week)</i>

Company Information:

BGC Charlottetown & Montague is a community-based, charitable organization dedicated to meeting the needs of young people through a variety of quality, structured educational, remedial, and recreational programs.

Through our guiding principles; Belonging, Respect, Encouragement and Support, Working Together, and Speaking Out, we strive for children and youth to discover and achieve their dreams and to be helpful, successful and active participants in society.

BGC is an equal opportunity employer. We are committed to fostering a diverse and inclusive workplace. All qualified applicants will receive consideration for employment without regard to race, creed, colour, religion, sex, gender, gender identity, sexual orientation, marital status, national origin, citizenship status, disability, age, or veteran status.

Program Information:

The Assistant Site Supervisor- Evening Coordinator position is full time 37.5 hours per week; the hours of work include the Afterschool Program (Monday-Friday from 2:00 pm to 6:00 pm.) Evening Programs will take place up to 3 times weekly from 6:00 pm to 8:00 pm.

Job Overview:

The Assistant Site Supervisor is a supervisory, administrative assistant role. In this position the successful candidate will be able to provide valuable and concise administrative and program related support to the Site Supervisor, Program Leaders, and participants.

Working alongside the Afterschool Program Team, the Evening Program Coordinator is responsible for the recruitment, creation, and execution of evening programs for school aged children (5-12) and youth (age 13-15).

Responsibilities:

- Communication/correspondence with parents/guardians
- Identification of missing or required program and facility supply
- Providing administrative office assistance to Site Supervisor
- Responsible for all administrative duties related to the evening programs: participant registration, fees, staff scheduling, recruitment etc.
- Assisting with the on boarding of new participants and families through our registration system 'Sandbox'
- Assisting with the hiring, onboarding and training of new staff
- Provide support, instruction and feedback to Program Leaders as required
- Assisting in the management of complex participant behaviors.
- Assist in the daily cleaning and upkeep of the center, equipment, and supplies.
- Recording and communicating pertinent information obtained through parent/community contacts in conjunction with the Site supervisor and Program Manager
- Actively Participate in all program activities
- Attend/participate/schedule caregiver meetings as required
- Attend/participate/schedule Staff meetings as required
- Serve as point of contact for Site Supervisor, performing all associated tasks and duties of that individual should the supervisor be absent/off site.
- Other duties and responsibilities as assigned

Knowledge and Abilities:

A successful candidate will be able to display the following knowledge, traits, and abilities:

- Professionalism
- Empathy
- Strong communication and collaboration skills
- An ability to create meaningful and lasting connections with youth
- An understanding of the needs of the youth within our program
- The ability to lead and work within a team
- Strong organizational Skills
- The ability to communicate effectively with both youth and adults
- Able to balance multiple responsibilities
- Ability to create age appropriate programs
- Interest in staff development
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Qualifications:

- Experience working with youth aged 5-15.
- Possess a High School Diploma or its equivalent.
- Individual's must be at least 18 years of age
- Has/can obtain a First Aid & CPR certificate
- Has/Can obtain a clean Criminal Record and VSS check within 6 months

Employee Benefits:

- Unlimited vacation policy
- 12 sick days
- Access to Employee Extended Benefits Plan after 90 day probationary period
- Enjoy a staff to child ratio of 1:8

If interested, please send your resume to nikita@bgcharlottetown.com

While we thank all applicants for their interest in this position, only those selected for an interview will be contacted.