



## YMCA Employment Opportunities

# Program Leader, Beyond the Bell

### Location:

Glenview Elementary

### Compensation:

\$ 13-14/hr

### Schedule:

Part Time 15hrs/week

Monday-Friday: 2-5 pm

The Program Leader is energetic, personable, resourceful, well-organized, with superior interpersonal skills, and excels in a fast paced, challenging work environment.

Reporting directly to the Beyond the Bell Supervisor, the Program Leader is a key team member of the Beyond the Bell Program at Glenview Elementary School.

The Program Leader is responsible for following the Beyond the Bell structure and curriculum, utilizing a 1 to 5 leader to child ratio, and instilling the Y's core values of caring, respect, responsibility and honesty. The Program Leader models strong relationships with children grades 1-5. The children will be actively engaged in improving social, numeric and literacy skills while participating in sports, outdoor play, arts and crafts.

### Major Responsibilities and Abilities:

- Responsible for leadership and high quality program planning for children grades 1-5
- Operate the program within the Y's child behavior management guidelines
- Build healthy relationships with children, parents, teachers, principals, landlords and other Y colleagues
- Be a play partner and homework helper and enjoy interacting with children ages 6-11
- Assist with implementation of educational programming, including interactive play, literacy, mathematics, science, building, drama, games, team building, daily physical activity, and sports

### Qualifications:

- Minimum 1 year post-secondary education in a related field
- Preferred candidate will have experience and or education in Education or Social Work disciplines
- Successful candidates will be required to provide a current a satisfactory Criminal Reference Check/Vulnerable Sector Search. The YMCA will provide applicable instructions and paperwork
- Current First Aid and CPR Certificate or ability to obtain

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- Upon request, provide 3 references; a minimum of 2 will be professional in nature (eg. Employer, Supervisor or Colleague)
- Have completed a course of a combination of courses of at least 20 hours duration in child development, guidance, health and safety or nutrition

## Competencies:

*Commitment to Mission, Vision and Values:* Demonstrates and promotes a personal understanding of and appreciation for the mission, vision and values of YMCA of Northern BC.

*Service Attitude:* Identifies needs and wants of members/participants as priority and responds in an effective and timely manner to enhance every person's Y experience.

## Application Process:

Please apply, with cover letter, application and resume, to:

### **Lauren Cape, Beyond the Bell Supervisor**

Box 1808 – 2020 Massey Drive, PG BC, V2L 4V7

E-mail: [lauren.cape@nbcy.org](mailto:lauren.cape@nbcy.org)

Fax: 250-564 2474

Application Deadline: **October 18<sup>th</sup> at 5:00pm**

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