

## **After School Program Manager – BGC Cranbrook**

### **Job Description:**

- Collaborating with a staff team to design, plan, and implement engaging activities and experiences for school aged children from kindergarten and up.
- Maintaining high degree of Active/Engaged Supervision during programming hours.
- Team Management and Collaboration: managing staff teams, including scheduling, supervising, and providing positive guidance/mentorship to a staff team of 4 people in a collaborative style.
- Interpersonal Relationships: building positive relationships and maintaining respectful, clear communication with children, families, staff and community partners.
- School Pick Ups: organizing and managing school pick ups, including creating and maintaining routes, recording attendance, creating back up plans, and vehicle safety/maintenance.
- Administration: maintaining and tracking program ratios, daily attendance, monthly attendance, child/staff files, sign in/out sheets, tracking demographics for reporting purposes, keeping up to date on licensing regulations/expectations, and fulfilling grant deliverables.
- Facility maintenance: cleaning, sanitizing, organizing and maintaining a high standard of facility management, repair, and cleanliness.

### **Successful Candidate will have:**

- Minimum: Responsible Adult Certification; preference will be given to those with Education Assistant, Early Childhood Education, or Early Childhood Education Assistant Certification.
- Valid Child Care First Aid Certification.
- Class 4 License, or ability and willingness to obtain as soon as possible.
- Fully vaccinated against COVID-19 (minimum two doses of an approved vaccine.)
- Successful Agency Screening: Interview, Three References, Cleared Criminal Record Check.
- Experience working with and providing programming for school aged children.
- Strong time management skills, other management experience is an asset.

### **Position Offers:**

- Full time hours, Monday through Friday 9am – 5:30pm in a fun, dynamic, and positive work environment. (Closed for all Statutory Holidays, for two weeks during school district's Winter Break, and for one week at the end of summer.)
- Wage range of \$20-\$22 per hour, depending on qualifications/experience. Fully licensed ECE's would additionally receive BC Government's wage enhancement of \$6 starting December 1<sup>st</sup>.
- Full medical benefits after 6 months of employment, Healthy Living Benefit after one year.
- Agency support for professional development, and healthy work/life balance. Training and mentoring from Club administration during employee onboarding and throughout employment.