



Club Coordinator- After School Programming

Boys & Girls Clubs Big Brothers Big Sisters of Edmonton & Area is an organization that believes in the promise of all children. Our team works with community volunteers, partners and other supporters to create safe environments for children to be between school and home and to provide caring mentoring relationships for children and youth. Now, more than ever, the kids in our community need us and we are looking for great staff to join our team.

Boys & Girls Clubs Big Brothers Big Sisters is seeking individuals interested in the following position(s):

Competition Number: CC0721

Position(s) Available: One (1)

Status: Full-Time Temporary Position (37.5 hours per week)

Salary Range: \$50,447-\$55,684 annually

The key responsibilities of this position will include:

- Planning, managing and delivering all program efforts including afterschool club programs for children and youth specifically in the areas of academic support, physical activity, leadership, arts and culture, and health and nutrition.
- Managing the daily operations of the Club site, with a focus on the development and advancement of community partnerships and initiatives.
- Working in partnership with the local schools and the Capital Region Housing community to provide programming to diverse groups of children and youth.
- Responsibility for a small staff team, providing direct supervision of staff and volunteers, program management and improvement, and partnership development.
- Coordinating and providing leadership, direction and training to all staff and potential volunteers participating at the club ensuring their skills are used to support after school programming.
- Building relationships with families and providing opportunities for quality outcomes for their children.
- Collecting and submitting program data/information within a customized database for program evaluation and improvement.
- Providing a safe environment by ensuring adherences to workplace safety and health regulations and operating standards are upheld in all programs.
- Supporting staff in following all safety and cleaning protocols set out by AHS and the agency in order to safely run programming.

The successful candidate will have:

- University degree or college diploma in the education, recreation or human services field.



- 2 years of previous supervisory experience and 5 years combined experience in a role involved with diverse child/youth based programming, volunteer management and partnership development.
- Solid knowledge of child and youth development, out of school programming, strength based practice and a mentoring philosophy.
- Proven ability to be approachable, understanding, organized and efficient with excellent problem solving skills
- Experience in the delivery of community programs and extensive knowledge of community collaboration, community resources and services.
- An awareness and understanding of emerging issues facing families in Edmonton.
- Can be counted on to meet and exceed goals and able to get positive results from others.
- Experience entering data into an electronic case management system and experience working with the MS suite of programs.
- A valid driver's license and access to a vehicle.
- Ability to work 12:30-8:30 PM Monday to Friday from September to June and shift to day time hours during July and August.

Candidates must be capable of performing independently as well as part of a team environment and have excellent interpersonal skills.

Boys and Girls Club Big Brothers Big Sisters of Edmonton & Area really is “a great place to be”. In addition to a competitive salary, we offer a supportive work environment, excellent benefits package and rewarding career opportunities.

Please forward your resume quoting the competition number **CC0721** by **July 16th, 2021** to:

Attention: Human Resources
E-mail to kera.iwanyshyn@bgcbigs.ca

No phone calls please. All applicants are thanked for their interest; however only those selected for an interview will be contacted.