

POSITION DESCRIPTION

Position: After-School Team Lead – Youth Services

Reports to: Programs Manager – Youth Services

Position Function:

The After-School Team Lead plays an integral role in helping the Boys & Girls Club reach our mission and vision. The After-School Team Lead is responsible for all after-school program-related needs for youth aged 11-18. With the support of the Youth Services Director, the After-School Team Lead will be an active member of the community and will maintain and expand excellent services for the youth of Lethbridge.

Organization Summary:

The After-School Team Lead is part of the Youth Services Team and reports directly to the Youth Services Director.

Working Relationships:

The After-School Team Lead works with each member of the Youth Services team to ensure the quality of services at BGC Lethbridge & District. The After-School Team Lead is also encouraged to understand the roles and responsibilities of each member of the youth centre team to understand how all positions work together toward the club's mission and vision.

Work Performed:

- Support the youth services director in the day-to-day operations of the Drop-In Centre
- Supervision of after-school program staff
- Supports the recruitments, development, and tracking of program volunteers
- Implements recreational, social, and/or education activities and programs designed to meet the need of the youth who attend programs.
- Ensures that the physical, emotional, social, safety, well-being, first-aid, and nutritional needs of participants are met within BGC program standards, guidelines, and policies.
- Plans, attends and implements regular special events such as community events, parent information nights, social events, and etc.
- Ensures that accurate program records, reporting forms, etc. Are filled out promptly and maintained with confidentiality in mind at all times.
- Engage youth participants in trusting and supportive relationships while maintaining professional boundaries

- Provides behavior management techniques and other best practices as outlined in training sessions
- Participation in development opportunities for staff and volunteers
- Promote youth-related activities through social media and community events

Minimum Qualifications:

- Post-secondary education in a social, and/or educational and/or youth-related field
- 2 years experience running programs and engaging with youth in a social recreational program setting
- Excellent leadership, communication (written & verbal) and teamwork skills with the ability to problem-solve and find resolutions.
- Knowledge of adolescent development, intervention strategies, social issues, suicide intervention and other issues facing youth in the community
- Flexible and self-motivated team player who can work independently, and as part of a cohesive team
- Excellent time management skills and the ability to multi-task
- Ability to lead by example
- Accuracy to attention and detail
- Ability to take direction from supervisor
- CPR/First Aid
- **Class 4 Driver's License** (must be willing to obtain within 6 months)

Performance Indicators:

- Contributes to positive staff morale
- Ability to work independently as well as effectively with program staff and the ability to form relationships with youth, parents, and other organizations.
- Provides program staff with a clear understanding of their tasks and program plans to execute daily
- Completes tasks and assignments on time and in line with expectations
- Program staff feel confident approaching the After-School Team Lead to discuss issues and resolve concerns resulting in limited occurrences of issues being brought to the Youth Services Director

Expectations:

- Works Monday-Thursday 2:00pm – 9:30pm & Friday 9:30am – 5:30pm
- Ensures the program outcomes are being met and evaluated monthly
- Ensures program delivery and administration meets or exceeds Boys & Girls Club of Canada's requirements
- Ensures all Youth Leaders are performing according to the expectations of their position and that they have the proper documentation and training to do their jobs effectively

Wage:

\$21 - \$25 per hour based on education and experience

To Apply:

Please forward resume and cover letter to youthdirector@bgclethbridge.com application will be taken until November 15th, 2023 or until the right candidate is selected.