

Job Posting: Child & Youth Worker

Reporting to the Director of Programs, the Child and Youth Worker is responsible for providing quality programming for children 5-12 years in our ZAP Out-of-School Care program and 11-18 years in our Limitless Youth programs. They must have a passion for positive child and youth development and possess the knowledge and skills to support the social, emotional, creative, and physical well-being of participants in our care.

Our goal is to ensure all BGC programs support and achieve our mission: To provide safe, supportive places where children and youth can experience new opportunities, overcome barriers, build positive relationships, and develop confidence and skills for life.

KEY RESPONSIBILITIES

Program Planning & Implementation

- Plan and implement activities that meet the physical, creative, emotional, intellectual, and social needs of children and youth in our programs
- Provide nutritious snacks and lunches
- Ensure that the facility and equipment are kept clean, well maintained, and safe at all times
- Implement culturally appropriate programs and activities
- Introduce activities that promote fine and gross motor skills, science, math, and literacy concepts
- Guide behaviour in positive, supportive, and age-appropriate ways
- Maintain and follow sign-in and sign-out procedures
- Promote a safe, exciting, and fun environment while ensuring adherence to club rules, safe use of equipment, and conflict resolution
- Maintain client confidentiality and professionalism
- Ensure the positive development and safety of children and youth in accordance with relevant Alberta Childcare Legislation, including but not limited to licensing, inclusive care, health and safety regulations, and BGC policies and procedures

Relationship Building & Communication

- Build positive relationships with members, families, and coworkers to ensure an environment that is responsive, consistent, and nurturing for all parties
- Communicate with immediate supervisor by providing program feedback, ideas, questions, and concerns
- Maintain clear communication with parents/guardians regarding program updates, child behaviours, successes, achievements, and issues such as accidents, illnesses, or injuries
- Communicate and collaborate respectfully with other team members

Additional Responsibilities

- Assist with occasional Club fundraising activities and events, which may include evening and weekend work
- Cross-over between programs when support is needed (break coverage, ratio needs, etc.)
- Participate in professional development workshops, training, and ongoing learning as required
- Ensure that program and storage areas are kept tidy during operating hours and assist with cleaning, organization, and taking inventory of supplies

- All other duties as required by the Childcare Programs Manager, Programs Director, or Executive Director

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge

The incumbent must have proficient knowledge in the following areas:

- Child/youth development theories and practices
- Program planning, development, and implementation
- Positive behaviour and guidance strategies
- Ability to use a variety of child observation and documentation techniques

Skills

The incumbent must demonstrate the following skills:

- Team building skills
- Supervisory skills
- Problem solving and decision-making skills
- Effective verbal and written communications skills
- Stress and time management skills

Personal Attributes

The incumbent must demonstrate the following personal attributes:

- Be respectful, compassionate, and understanding
- Possess cultural awareness and sensitivity
- Demonstrate sound work ethics
- Be consistent, fair, and flexible

QUALIFICATIONS

- Valid First Aid & CPR Level C
- Vulnerable sector criminal record check required
- Experience working with children and youth considered an asset
- Alberta Childcare Certification an asset

HOURS REQUIRED

- Full-time
- Monday-Friday
- Occasional weekend work may be required support Club fundraising events and activities as required

BENEFITS

- Employer paid health and dental benefits
- Paid vacation and wellness time
- Group savings plan
- Wellness benefit

To apply, please submit your resume and cover letter to caitlin.clarke@fmbgc.ca

