

# Boys & Girls Club of Charlottetown

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**POSITION:** Casual Afterschool Program Counsellor

**RESPONSIBLE TO:** Executive Director

**NATURE OF WORK:** To act as a key team member responsible for implementation of our daily afterschool program in conjunction with the Boys & Girls Club of Charlottetown's stated purpose and within the general policies and mission as formulated by the Executive Director and Board of Directors. He/she will be responsible and accountable for supervising children, participating in daily activities, ensuring children's safety, communicating with participants, parents, coworkers and supervisors, maintaining appropriate logs, following proper procedures and practices carried out by the Boys & Girls Club of Charlottetown. He/she will report directly to the Executive Director of the Boys & Girls Club of Charlottetown.

*Note:*

*This job description reflects the general details considered necessary to describe the principal functions of the job identified and shall not be construed as a detailed description of all the work requirements that may be inherent in such position.*

*The confidentiality of the Boys & Girls Club of Charlottetown's affairs shall be respected and practiced at all times.*

## **ILLUSTRATIVE EXAMPLES OF WORK:**

- Provide supervision and assistance to any/all members of our daily afterschool program/summer day camp.
- Interact with and display positive role modeling for members.
- Assist with homework, snack preparation and clean up, reading time, arts/crafts, science experiments, participate in physical activities, etc.
- Adhere to a daily schedule of activities provided and provide input via new ideas, games etc that would be beneficial to members.
- Communicate daily with parents/guardians regarding behaviours of children.

- Ensure all records, reports and the communication log are properly filled out and maintained.
- Complete maintenance and cleaning duties associated with the operation of the club including but not limited to: cleaning and sanitizing bathrooms and shower facilities, cleaning and sanitizing food cupboards, cooking utensils and kitchen in general after meal/snack prep, tidying the laundry area and any other room that is utilized during the evening.
- Prepare daily snacks based on preplanned menu's. Assist in maintaining proper food handling techniques when distributing and preparing any foods for programming.

### **KNOWLEDGE AND ABILITIES REQUIRED:**

- Knowledge of the concepts relating to children and youth programs, services, behaviors, and other related activities.
- Knowledge of youth program management.
- Demonstrated understanding of the hazards and safety precautions applicable to the work environment.
- Knowledge and ability to work effectively with volunteer organizations and special interest groups as well as with the general public, fellow employees, the Executive Director and the Board of Directors.
- Strong written and oral communication skills.
- Creative thought process, and ability to “think outside the box”
- Strong time management skills, including the ability to think, act and work accordingly when unplanned situations arise.
- Strong administrative and organizational skills.

### **QUALIFICATIONS:**

Youth Worker

- A university degree or Child and Youth Care Worker diploma from a recognized post-secondary institute. Equivalent combination of training and experience will be considered. Degree/Diploma in these fields is preferred but not solely required.
- Additional training, seminars related to youth programs and services would be an asset.

**SALARY RANGE:**

Salary will range from \$11.00-\$14.00 per hour and will commensurate with qualifications and experiences.