



Boys & Girls Club
of Pembroke

275 Pembroke St East
Pembroke, ON K8A3J9
Ph: 613-735-1933 Fax: 1-613-706-0130
www.boysandgirlsclubofpembroke.org

JOB POSTING

Before & After School Program Leader (Part Time)

Our Club provides a safe, supportive place where children and youth can experience new opportunities, over-come barriers, build positive relationships and develop confidence and skills for life.

RESPONSIBILITIES

- Create a welcoming, caring environment for the children and their families
- Maintain a safe environment for the children during the program
- Implement program plans as prepared by the program coordinator
- Maintain professional relationships with staff, volunteers, parents and children
- Demonstrate strong communication and collaboration skills with your team and professionals
- Attend and actively participate in staff meetings and trainings
- Maintain and uphold the clubs Mission Statement and Core Values

QUALIFICATIONS

- Currently enrolled or graduate from a Child Related Program
- Minimum 1 year child related experience
- Current first aid & CPR
- Current Vulnerable Sector Screening Criminal Record Check
- Strong supervision, facilitation and leadership skills

ASSETS

- High Five Certified: "Principles of Healthy Child Development"
- Food Handler's Certification

Please submit cover letter and resume by October 30, 2020 at 12:00pm to:

Rhodina Turner
executivedirector@boysandgirlsclubofpembroke.org