

## Out of School Care (OSC) Manager

BGC of Central Vancouver Island (BGCCVI) is Vancouver Island's largest and most trusted childcare provider. The BGCCVI is a registered non-profit and charitable organization serving over 1000 children, youth and families in Comox, Courtenay, Lantzville, Nanaimo and Ladysmith through enriching programs in 14 club locations.

This position will provide an interesting and satisfying career opportunity for those seeking to make a positive contribution to a community-based, growth-oriented organization. As caring adult role models, BGCCVI staff build healthy, supportive relationships with children and youth, which in turn can positively influence the life path they choose.

This is a full-time position, with an attractive benefits package after completion of the probationary period.

### Job Duties:

- The development of effective staff and participant relationships that support a safe and inclusive environment for both staff and person-served, with the capacity to provide ongoing childcare using best practices which comply with childcare regulations.
- Preparation, scheduling and facilitating staff meetings; prepares staff meeting Minutes to Agency standards and ensure staff sign-off.
- Identifying, monitoring and communicating trends, patterns, opportunities, and concerns to the Director of CCEL.
- Maintaining all programs to required accreditation and other applicable standards including performance reviews and training plans for direct reports.
- Providing service delivery of the following evidence-based research: strengths-based, Trauma Informed Practice, & Positive Behaviour Support and experiential learning
- Implementing Risk Management Plan protocols for OSC Programs.
- Reviewing, monitoring, following and ensuring compliance of monthly and quarterly Health & Safety Schedule including drills, trainings and Licensing requirements.

### The successful candidate must meet the following requirements:

- Undergraduate degree in Recreation, Education, Child and Youth Care, Social Work or equivalent combination of education, training, and experience
- Class 4 Driver's License
- Minimum 5 years of experience in a formal leadership role in a related field
- Experience working in a CARF accredited organization is an advantage
- Knowledge of and experience working in a licensed program environment
- Positive Behaviour Support training

Salary: \$23.00-\$25.00 per hour, commensurate with experience

Location: Central Vancouver Island

Department: Childcare & Early Learning

Please send your cover letter and resume to [careers@bgccvi.com](mailto:careers@bgccvi.com)