



Job Title: Afterschool Allstars Program Intern

ORGANIZATIONAL STRUCTURE

This is a Youth intern position and priority will be given to youth between the ages of 16-29. This Position reports directly to the Allstars Program Manager. The incumbent will be responsible for child/youth engagement and supervision.

Position Details

Start/End Date: 20hr/week.

Wage Range: \$17/hr

Position Location: Whitehorse, YT

Position Supervisor: This position reports directly to the BGC Yukon Allstars Program Manager

Job Description

This Position reports directly to the Allstars Program Manager. This role will take an active learning role in planning and participating in program preparation, delivery, paperwork and food preparation/culinary education.

The Afterschool Allstars program engages children between the ages of 6 to 11 with programming and activities designed to encourage the growth of developmental assets. While primarily a recreation based program, our program engages youth in recreation, nutrition, arts and literacy programming.

Program Intern is responsible for services, programming, and supervision of participants associated with a single Allstars program location.

The Afterschool Allstars Program Intern is expected to be able to:

- Ensure that **our** programs standards, guidelines and policies are followed, and that programs align **our** Mission, Vision, Values and strategic direction;
- Maintain confidentiality in all aspects of program development and delivery, as per policy and procedure;
- Attend scheduled staff meetings and training sessions;
- Keep informed and has a general awareness of all programs and services, including usage of communication tools such as email and slack /webpage, etc;
- Assist the relevant Program Lead/Manager/Director in light office duties and other related duties as requested.
- Help oversee the day-to-day operations at a single program location;



- Engage middle years youth in appropriate programming and activities as per a developed program plan;
- Work as part of a team to foster an atmosphere that promotes healthy lifestyle, self-esteem, teamwork through fun, safe, and challenging activities, while being a positive adult role model;
- Ensure site safety, cleanliness, and security, including the proper opening and lock up of all facilities, set-up and dismantling of all program areas, general maintenance duties, and ensuring proper care for all vehicles and equipment;
- Ensure client safety by adhering to all emergency policy and procedures and conducting regular staff, participant and site safety exercises.

QUALIFICATIONS

- Demonstrated teamwork, leadership and supervisory skills with the ability to problem solve and find resolutions to issues/conflict;
- Excellent oral, written, facilitation and interpersonal communication skills;
- Proven time management skills;
- Proficiency with MS Office applications an asset
- Current Criminal Record Check (Vulnerable Sector);
- Valid CPR/First Aid Certificate; (will support Interns to achieve)
- Valid Foodsafe Level 1 Certificate (will support Interns to achieve)
- ***This is a YOUTH intern position and open to any youth between the ages of 16-29.***

ACCOMODATION AND TRANSPORTATION

Please note BGCY is an inclusive organization and we accept candidates who are new to the Yukon or seasonally working. BGCY cannot provide transportation or housing support.

APPLICATION PROCESS

We wish to thank all applicants for their interest and effort in applying for this position.

Only candidates selected for interviews will be contacted.

Please send a CV and cover letter to the BGCY Administration office at: od@bgcyukon.com