



Boys & Girls Club  
of Niagara

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## PART TIME PROGRAM WORKER

The Boys and Girls Club of Niagara is seeking candidates to fill the position of Part Time Program Workers for licensed care and Zone programs in Fort Erie, St. Catharines and Niagara Falls.

### Position Overview:

The Program Workers are responsible for the safe, effective, and efficient delivery of programs and services. Program Workers are responsible to the Supervisors/Manager in the assigned center.

This part time hourly position (0-30 hours per week). Mornings, evenings Monday to Friday and some weekends are required. Work in Holiday Camp if required. Compensation is \$16.00 – \$17.00/hr. for qualified Registered Early Childhood Educators. For Program Workers in a related field as indicate below compensation will be \$15.00-\$16.00. On top of the base wage, program workers working in Licensed Care receive a \$2/hr. Provincial Wage Enhancement.

### Responsibilities:

- Prepare daily plans for assigned activities consistent with program curriculum handbooks;
- Supervise and instruct participants as scheduled;
- Advise Supervisor/Unit Manager of program supply needs;
- Follow the safe arrival and departure practices;
- Follow the healthy principals of child development, High 5;
- Collect statistical data as assigned;
- Perform offsite communication duties as assigned;
- Perform program personnel duties during transit as assigned;
- Collect and report accurate attendance and participation data monthly;
- Collect and report participant feedback regarding facility and programs monthly.
- Fire and Emergency Response duties are completed and documented.

### Qualifications:

- Post-Secondary diploma/degree in Early Childhood Education;
- Designation as an R.E.C.E with the Ontario College of Early Childhood Educators;
- Current Police Clearance Check, Immunization records, Current Standard First Aid/CPR level C;
- High Five Certification, Food Handlers Certification, WHMIS;
- Working knowledge of applicable Legislation;

### Application:

Please send cover letter and resume to [employment@bgcn.ca](mailto:employment@bgcn.ca) by e-mail quoting the job title in the subject line.

Address: 8800 McLeod Rd.  
Niagara Falls, ON  
L2H 0Y8

Fax: (905) 357-7401

Website: [www.boysandgirlsclubniagara.org](http://www.boysandgirlsclubniagara.org)

*The Boys and Girls Club of Niagara is an equal opportunity employer committed to inclusive, barrier-free employment. We will accommodate the needs of its employees under the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act (AODA) throughout their employment. Please advise the Human Resources Department to ensure your accessibility needs are accommodated. Information received relating to accommodation measures will be addressed confidentially.*