

**Organization: Kids Klub Centre Society**  
**Position: Program Coordinator - School Age**  
**Location: Victoria, BC**  
**Date: June 2021**

*Kids Klub Centre is a VIHA licensed non-profit, Christian-based organization that is committed to providing your child with a safe, supervised environment, staffed by competent, responsible people. The staff members at Kids Klub are focused on providing opportunities for the continued development of each child's social, physical, emotional, cultural and intellectual needs. For the program to provide effectively for your child's needs, your involvement in planning and decision-making is necessary and welcomed.*

### **PROGRAM COODRINATOR - SCHOOL AGE**

Vancouver Island Kids Klub Centre Society is seeking a dynamic, passionate, and experienced School Age Program Coordinator to join our senior team. If you love building an amazing team of Child Care workers and have a proven track record of program excellence, this is the position for you. Other assets include; experience with licensed programs, inclusion services, program and event planning, and staff training and supervision. We offer a competitive salary (45-65K) with benefits, flexible working conditions, and most of all, a caring team of staff who are committed to living out our core values of Integrity, Kindness, Community and Fun. We are seeking someone who will champion our calling to be the best possible employer in child care services, which means you will need to be patient, teachable, sensitive to the needs of staff, and attentive to our participating families.

If this is you, please submit your resume and cover letter by May 28th [michelle@kidsklub.ca](mailto:michelle@kidsklub.ca)

### **PURPOSE OF POSITION:**

The Program Coordinator (PC) - School Age, is responsible for coordinating all work related to the provision of Kids Klub School Age programs including: Before and After School Care, Winter Break, Spring Break and Summer Day Camps. The PC is responsible for the hiring, training, supervision and evaluation of childcare staff. The PC is also responsible for ensuring all childcare staff are following VI Kids Klub Society policies and procedure, including meeting all licensing requirements. This position is a part of the Kids Klub Senior Team supporting the ED in the growth and direction of the organization.

### **QUALIFICATIONS, TRAINING, SKILLS, AND ABILITIES**

#### **a) Minimum Qualifications Required**

- Personally affirm the organization's Statement of Faith as noted in the By-Laws.

- Read, understand, commit and comply with the mission and values of Vancouver Island Kids Klub Society.
- Emergency Child First Aid Certificate required.
- Criminal Record Check clearance.
- Must have all required VIHA documentation.

**b) Experience**

- Three years' experience in school age children's programming.
- ECE Certificate would be considered an asset.
- Class 2 Divers License an asset.
- Previous experience with a non-profit society would be considered an asset.
- Experience with Licensed Care is an asset.

**c) Education and Training**

- A relevant bachelor degree or diploma or equivalent combination of training and experience.
- A focus on program planning, childcare, HR or communications would be preferred.

**d) Skills and Abilities**

- An ability to function effectively within the policies of the VI Kids Klub Centre Society.
- An ability to communicate and relate effectively, respectfully, supportively and non-judgmentally with colleagues and clients.
- An ability to respond effectively and calmly in crisis situations.
- Excellent organizational and planning skills, especially in large group settings.
- Excellent written and verbal skills.
- Knowledge of current Legislations regarding Employee and Labor Standards and Practices.
- Ability to acknowledge respect for children as individuals and to identify specific needs.
- Proven supervisory and support skills.
- Ability to develop and maintain professional relationships with Site Managers.
- Up to date technical competency with strong Microsoft Office and PC skills.
- Excellent inter-personal skills.
- Excellent Team Building Skills
- Excellent editing and proofreading skills.
- Thorough knowledge of the operations of a non-profit society.
- An ability to work with a positive team-building approach.
- An ability to be self-motivated and display initiative.
- Personally committed to their personal Christian faith and to the Core Values of Kids Klub

See our website for full job description [www.kidsklub.ca](http://www.kidsklub.ca)