



Childcare Coordinator

BGC Kamloops - formally known as the Boys and Girls Club, provides a safe, supportive place where children and youth can experience new opportunities, overcome barriers, build positive relationships, and develop confidence and skills for life. The Club offers a rewarding employment opportunity with a competitive rate of pay, and the opportunity to make a positive impact in the lives of children and youth attending the Club.

We are seeking an organized, energetic, and compassionate Childcare Coordinator to join our Children's Programs team. This role plays a key part in supporting the delivery of high-quality programming within the Club's Child Recreation and Development Programs (CRDP). The Childcare Coordinator is responsible for supporting staff, children, and families while ensuring programs run smoothly across the John Tod Centre and satellite locations. This position focuses on staff onboarding and training, program coordination, scheduling, and supporting children who require additional assistance. The Coordinator works closely with the Manager of Children's Programs to ensure safe, inclusive, and engaging environments for all participants.

Type of Position	Full Time
Classification	Childcare Coordinator
Rate of Pay	\$26.00 per hour \$1.00 wage supplement when using Class 4 driver's license
Hours of Work	Monday – Friday varying schedule up to 37.5hrs per week
Location	Based primarily at the John Tod Centre, with the ability to travel to other centres as needed

Main Areas of Responsibility

- Support the delivery of high-quality programming within the Club's Child Recreation and Development Programs (CRDP)
- Onboard and train Child Care Workers to ensure staff are equipped to deliver inclusive and engaging programming
- Support children who require additional assistance and collaborate with families to develop and implement care plans when needed
- Provide coaching, mentorship, and ongoing support to program staff
- Coordinate staff schedules for Power Start and After School Care programs
- Oversee program operations at the John Tod Centre and satellite locations
- Manage program waitlists and support registration and enrollment processes

- Assist with program planning and recreational activities that support children's development and well-being
- Ensure licensing standards, policies, and safety procedures are followed across all program sites
- Maintain open communication with staff, families, and leadership to support positive program outcomes

Qualifications

- Post-secondary education related to the field such as Education, Child & Youth Care, Social Work, or Psychology
- Experience planning and facilitating recreational activities for large groups of children
- Ability to work independently and collaboratively in a team environment
- Previous supervisory or leadership experience is an asset
- Current First Aid Certificate
- Current Food Safe Certificate
- Valid Class 5 Driver's License and willingness to obtain a Class 4 Driver's License within 3 months

Condition of Employment:

- The successful candidate must complete and successfully pass a Criminal Record Check.

Apply to:

Please send a cover letter and resume to Megan Campbell, Manager of Children's Programs at m.campbell@bgckwl.com

Thank you for your interest in joining the BGC team. Only those candidates that have been short listed will be contacted for an interview.