

**Boys and Girls Club of Leduc  
Program Manager Position (Maternity Leave)**

The Boys and Girls Club of Leduc is seeking a temporary, full time Program Manager (35 hours per week) to start immediately, with the position ending in January of 2024. Hours of employment are, Monday through Friday, with some evening and weekend work required. **Flexibility in work hours is possible**, but must be onsite during the key hours of 3:00 pm -6:00 pm. Rate of pay is \$25.00 per hour.

Under the supervision of the Executive Director, the Program Manager is responsible for the overall daily operations of Club programming and services delivery.

Responsibilities include:

- Develop, lead and deliver programs and activities in accordance with the mission, goals, policies and procedures of the Boys and Girls Club of Leduc.
- Provide for the daily, safe and appropriate operation of Club Programs.
- Direct and supervise part-time programming staff and volunteers.

Essential Skills:

- Ability to communicate effectively with young people from diverse backgrounds, ages 6-18
- Child and Youth related education and experience.
- Highly motivated and dedicated to the organizational mission and vision
- Strong written and verbal communication skills
- A professional, positive and courteous attitude
- Experience in program development and execution
- Supervisory experience and group leadership skills
- CPR and First-Aid Certifications

Please send your resumes electronically (by September 14<sup>th</sup>, 2022) to:

**Shawna Bissell, Executive Director, Boys and Girls Club of Leduc**  
[executivedirector@bgcleduc.ca](mailto:executivedirector@bgcleduc.ca)

A more complete job description is available upon request. Along with your resume, please include a brief cover letter outlining your experience and interest in working for the Boys and Girls Club of Leduc. We offer a generous holiday allotment, great flexibility and experience.