



Yukon

Position Title: Auxiliary On Call (AOC)

Duration: Contract Auxiliary

Starting Wage: \$21-\$28 /hour

Work Schedule: No guaranteed hours.

Shifts may fall Monday to Saturday, between 1:30 PM and 9:30pm.
Not exceeding 7.5h per day or 37.5h per week.

ORGANIZATIONAL STRUCTURE & REPORTING RELATIONSHIP

This Position reports directly to the Program Managers. The incumbent will be responsible for youth engagement & and supervision. This position will also be supervised by the relevant Program Manager(s) for each shift. This position may be directed by full time Program Staff.

POSITION SUMMARY

BGC Yukon is dedicated to facilitating positive developmental programming for children, youth, and families. We aim to complement Territorial and community support services by providing a safe place where children and youth can experience new opportunities, build positive relationships, develop confidence, and gain skills for life. It is our goal to support all Yukoners in evolving into healthy, confident, and connected individuals. BGCY is a collaborative organization and focuses on supporting an internal staff culture rooted in the values of Trust, Compassion, Responsibility, Self-awareness, Humour and Respect.

We are looking for a passionate, dedicated, hardworking, and enthusiastic individual to support high-quality programming, support youth engagement in a variety of opportunities, and support fulfillment of the BGC Yukon Mission

JOB DESCRIPTION

Auxiliary On-Call Worker is responsible for aiding the Program Staff in the implementation of the program. Auxiliary On-Call Worker is responsible for completing all duties as assigned by supervising staff.

DUTIES AND RESPONSIBILITIES

- Ensures that BGCY program standards, guidelines and policies are followed, and that programs align to BGCY's Mission, Vision, Values, and strategic direction.
- Maintains confidentiality in all aspects of program development and delivery, as per BGCY policy and procedure.
- Attends scheduled staff meetings and training sessions as requested.
- Keeps informed and has a general awareness of all BGCY programs and services.
- Interact with clients aged 0 - 29 years & visitors in a positive and welcoming manner.
- Assist in light office duties and other related duties as requested.
- Support risk assessment, organization, and management of program spaces and activities.
- Ensure safety and security by communicating with staff and supervisors.
- Support preparation and implementation of daily activities.

BGC Yukon

306A Alexander St.
Whitehorse, Yukon
Y1A 2L6
Tel: (867) 393-2824
www.bgc yukon.com



Registered Charitable Organization No.
897237616RR0001

Opportunity Changes Everything



Yukon

- Support food planning, preparing, ordering, and cleaning up.
- Support maintenance, organization, cleanliness, and up-keep of BGCY facilities.
- Support the tracking and communication of program data and mandatory reporting as directed.
- Complete tasks necessary for the function of the workplace, ie. time sheets, break coverage, etc.
- Complete tasks necessary to meet policy expectations (BGC Policy or legally mandated such as OHSA, etc.)

KNOWLEDGE AND SKILLS

- One year of experience in providing programs for children/youth in a social, recreational or similar environment.
- Educational background in recreation, social services, child and youth care, or equivalent is an asset.
- Valid Class 5 Driver's License & access to reliable transportation is an asset.
- Excellent oral, written, facilitation, and interpersonal communication skills.
- Self Motivation, independence, and initiative.
- Demonstrated teamwork skills.
- Strong interpersonal boundaries.
- Knowledge or interest in the following areas:
 - Cooking/baking/nutrition/
 - Harm reduction/Sex Education/Substance Use
 - Wellness/Sports/Recreation
 - Arts/Crafts/Making/Tech
 - Music/Instruments/Audio Equipment

TRAINING AND CERTIFICATIONS

- Valid CPR & First Aid
- Clear Criminal Record Check
- Commit to Kids (Within first 3 months)
- Foodsafe level 1
- WHMIS

APPLICATION SUBMISSION DEADLINE:

On-Going Until Filled

Submission info

Please send résumé with cover letter to:

Alyson Rice

Email: iysd@bgcyukon.com

867-332-5456

We wish to thank all applicants for their interest and effort in applying for this position. Only candidates selected for interviews will be contacted. Respectfully recognizing that we connect, experience, learn, play & grow on the shared territory of the Kwanlin Dün First Nation & Ta'an Kwäch'än Council.

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