



**Boys & Girls Club
of Niagara**

A good place to be



making a
difference
over **60** years

GENERAL MANAGER

The Boys and Girls Club of Niagara is seeking a candidate to carry out the duties of General Manager in St. Catharines at the St. Catharines Centre and assigned Satellite sites.

This is a full-time salaried position responsible for the safe, effective, efficient delivery of programs and services at the Boys and Girls Club of Niagara. This position has overall accountability of licensed child care, child and youth drop-in, transportation, meal programs and registration/membership services at the assigned location(s). The position is accountable to the Child Care Director.

Position Overview:

**Full-time salaried position (37.5 – 44 hours per week);
Compensation is \$50,700;
Management of 5-6 direct reports, over 15 indirect reports.**

This Position includes a comprehensive benefits package after 3 months. Additionally, these positions have opportunities to participate in a company matched Retirement Savings Plan after 3 months.

Qualifications:

Applicable candidates require the following qualifications:

- Post-secondary diploma/degree in Early Childhood Education and registered with the College of Early Childhood Education or a related field;
- Three years' experience in a supervisory/Management role in programming and human resource management;
- Experience in budgeting;
- Facility management is considered an asset;
- Working knowledge of applicable legislation;
- Valid Driver's License and access to personal vehicle.

Additional Qualifications: Current acceptable Police Clearance with a Vulnerable Sector Check, Immunization records, mandatory Health and Safety Training, current Standard First Aid/CPR Level C with AED, High Five Certification, Food Handler's Certification.

Duties and Responsibilities:

Deliverables include but are not exclusive to:

- Oversee the delivery of prescribed programs and services;
- Ensure compliance with governing bodies including, but not exclusive to, the Ministry of Education, Niagara Region Public Health, etc.
- Provide ongoing constructive support to direct reports and ensure gaps in performance are addressed;
- Monitor revenue and expense associated with portfolio;
- Manage relationships with external partners and service providers;
- Active network processes meet Club requirements;
- Customer inquiries are addressed promptly or relayed to the Director;
- Participant data and feedback reports completed monthly;
- Outstanding customer accounts are addressed through prescribed methods;

Fort Erie Niagara Falls Niagara-on-the-Lake Pelham Port Colborne St. Catharines Thorold Welland

Phone: **905-357-2444** Fax: **905-357-7401** email: **club@bgcn.ca** web: **www.bgcn.ca**

8800 McLeod Road, Niagara Falls ON L2H 0Y8



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- Performance reports are analyzed and adjustments to programs made to remain within budget; Director is notified with respect to surplus/deficits;
- Revenue, expenses, purchase orders, invoices are processed and monitored weekly;
- Payroll is accurate and submitted in a timely manner;
- Qualified and competent employees/volunteers are hired and trained;
- All staff scheduled are fully registered and qualified;
- Ensure sanitization is assigned and documented;
- Facilities and equipment are clean and in good repair.

Application:

Please send cover letter and resume to employment@bgcn.ca by **e-mail** quoting the job title in the subject line no later than December 31, 2021. Interviews will be held in January 2022.

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

Fax: (905) 357-7401
Website: www.bgc.ca

The Boys and Girls Club of Niagara is an equal opportunity employer committed to inclusive, barrier-free recruitment and selection processes and work environment. We will accommodate the needs of the applicants under the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act (AODA) throughout all stages of the recruitment and selection process. Please advise the Human Resources Department to ensure your accessibility needs are accommodated throughout this process. Information received relating to accommodation measures will be addressed confidentially.

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