

POSTING INTERNAL/EXTERNAL

**BEFORE AND AFTERSCHOOL PROGRAM SUPERVISOR**

The Boys and Girls Club of Niagara is seeking candidates to fill the position of Before and Afterschool Satellite Supervisor in Boys and Girls Club of Niagara – Dalewood Child Care Centre.

Position Overview:

The Before and After School Program Satellite Program Supervisor is responsible for the safe, effective, and efficient delivery of Licensed Care Programs at the Dalewood location in St. Catharines. The position is accountable to the St. Catharines General Manager.

This is a full-time hourly position offering 37.5-44 hours per week. Compensation is depending upon experience. Compensation is \$19.38 - \$21.42. Work in holiday camps on non-instructional school days are required. The supervisor is successful in receiving “director approval” as the licensed childcare supervisor with the Ministry of Education and assumes the responsibilities of day to day operation of the Child Care programs as defined in the CCEYA.

**On top of the hourly wage, the Before and Afterschool Supervisor will receive Provincial Wage Enhancement for hours worked in Licensed Care. This Position includes a comprehensive benefits package after 3 months. Additionally, this position has opportunities to participate in a company matched Retirement Savings Plan after 3 months.**

Qualifications: This full-time hourly position requires at least three years’ experience in programming, and human resource management; a post-secondary diploma Early Childhood Education and designation as a R.E.C.E with the Ontario College of Early Childhood Educators. Experience in budgeting and facility management is an asset. The schedule is a SPLIT SHIFT i.e. working when programs are in operation morning and afternoons.

Additional Qualifications: Current acceptable Police Clearance with a Vulnerable Sector Check, Immunization records, Designation as an R.E.C.E with the Ontario College of Early Childhood Educators, mandatory Health and Safety Training, Current Standard First Aid/CPR Level C AED, High Five Certification, Food Handlers Certification. Valid Driver’s License and access to personal vehicle. Working knowledge of applicable Legislation.

Duties and Responsibilities:

Deliverables include but are not exclusive to:

- *Reception services are provided;*
- *Records are available and filed confidentially as required;*
- *Qualified and competent employees are hired trained and supervised;*
- *Payroll is accurate and submitted in a timely manner;*
- *Revenue, expenses, purchase orders, invoices are processed and monitored weekly;*
- *Program Programs and services are diverse and offered in accordance with project plans;*
- *Course outlines and lesson plans are available for all programs and services;*
- *Attendance and participation data reports are submitted monthly;*
- *Fire and Emergency Response duties are completed and documented.*

Interested Candidates should apply by sending a cover letter and resume to Mary Marchese at [employment@bgcn.ca](mailto:employment@bgcn.ca), no later than 4:00 pm December 16, 2021.

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.