

POSTING INTERNAL/EXTERNAL

**SATELLITE PROGRAMS SUPERVISOR – ONTARIO AFTER SCHOOL PROGRAM/KIDS ZONE**

The Boys and Girls Club of Niagara is seeking candidates to fill the positions of Satellite Programs Supervisor – Ontario After School Program (OASP)/Kids Zone. The Club is seeking candidates for the position of Supervisor to oversee the programs located in Port Colborne, Thorold, Pelham, and Chippawa.

Position Overview:

The Satellite Programs Supervisor – OASP/Kids Zone is responsible for the safe, effective, and efficient delivery of programs and services at the assigned locations. The supervisor is accountable to the Child and Youth Programs Manager.

This is a full-time hourly position (35-44 hours per week). Some evenings and weekends are required. Work in Summer Camp July and August is required. Compensation is \$19.00 - \$21.00 depending upon experience.

Qualifications:

The candidate requires at least three years' experience in programming, and a post-secondary diploma/degree in Early Childhood Education, Child and Youth, Sports and Recreation, and/or another child related field. Experience in human resource management, budgeting and facility management is an asset.

Additional Qualifications: Current Police Clearance with Vulnerable sector, Immunization records, WHMIS, Current Standard First Aid/CPR-C, High Five Certification, Food Handlers Certification, Driver's License and access to a 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;*
- *Programs and services are diverse and offered in accordance with project plans*
- *Course outlines and lesson plans are available for all programs and services;*
- *Facilities are scheduled effectively and efficiently;*
- *Attendance and participation data reports are submitted monthly;*
- *Participant feedback is received monthly;*
- *Rosters are accurate;*
- *Service Providers are accessed, accurate records are forwarded;*
- *Facility opening and closing checklists are completed and documented;*
- *Facilities and equipment are clean and in good repair;*
- *Fire and Emergency Response duties are completed and documented.*

Please send cover letter and resume and to [employment@bgcn.ca](mailto:employment@bgcn.ca) by e-mail quoting the job title in the subject line no later than **4:00 January 2<sup>nd</sup>, 2022.**

Address: 8800 McLeod Rd.  
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Website: [www.boysandgirlsclubniagara.org](http://www.boysandgirlsclubniagara.org)

*The Boys and Girls Club of Niagara is an equal opportunity employer committed to inclusive, barrier-free employment. We will accommodate the needs of its employees under the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act (AODA) throughout their employment. Please advise the Human Resources Department to ensure your accessibility needs are accommodated. Information received relating to accommodation measures will be addressed confidentially.*