



POSTING INTERNAL/EXTERNAL

PROGRAM SUPERVISOR - THOROLD & CHIPPAWA

BGC Niagara is seeking two candidates to fill the positions of Program Supervisor – one to oversee the programs located at Ontario Public School in Thorold, and one to oversee the programs located at River View Public School in Chippawa.

Position Overview:

The Program Supervisor 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 (37.5-44 hours per week). The shifts are Monday to Friday from 6:45 a.m.-9:45 a.m. and 2:00 p.m.-6:30 p.m. Some evenings and weekends are required. Work in holiday camps at various locations required. Compensation starts at \$19.00/hr depending upon experience.

Qualifications:

Completed Diploma/Degree in:	At time of hire
<ul style="list-style-type: none"> • Child and Youth Worker Diploma; • Recreation and Leisure Diploma; or • Related Field. 	
Current Vulnerable Sector Police Clearance Valid only if obtained within 6 months or less.	Must have at time of hire (Takes up to 8 weeks to obtain with the police department)
Immunizations Records	At time of hire
Standard First Aid with CPR-C and AED	Must be valid at time of hire
Food Handlers Certification	Can obtain during employment
HIGH FIVE Principles of Healthy Child Development Certification	Must obtain within three months of initial employment
Ministry of Labour mandated training	Once hired you would receive this training
Previous child and youth programming experience	Three years' experience
Experience in human resource management, budgeting and facility management	An Asset
Driver's License and Access to a vehicle	Required

Why Work at BGC Niagara?

As part of Canada's largest child and youth-serving agency, BGC Niagara is a charitable, community-supported organization dedicated to helping children and youth reach their full potential. Since 1960, BGC Niagara has provided a broad spectrum of services for children and youth 0 – 24 years of age, including food, shelter, transportation, childcare, aquatics, recreation, physical activity, leadership, and life skill programs.

Today, BGC Niagara serves over 7,000 vulnerable children and youth in 14 locations across 8 municipalities in the Niagara Region. As a leading provider of quality programs for children and youth, BGC Niagara offers transformative experiences that are accessible, reliable, and open to



all, with a focus on providing safe places where kids can develop confidence, gain skills, and experience success.

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;*
- *Applicable legislation is followed;*
- *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 by e-mail quoting the job title in the subject line.

Address: 8800 McLeod Rd.
Niagara Falls, ON
L2H 0Y8
Fax: (905) 357-7401
Website: 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.