

POSTING INTERNAL/EXTERNAL

## AQUATICS AND COMMUNITY PROGRAMS MANAGER

The Boys and Girls Club of Niagara is seeking a candidate to carry out the duties of Aquatics and Community Programs Manager at the Niagara Falls Centre.

### Position Overview:

The Aquatics and Community Programs Manager is responsible for the safe, effective, and efficient delivery of aquatics, sports, recreation and community programs and customer service.

### **Position Overview:**

**Full-time Hourly position (37.5 – 44 hours per week).**

**Hourly Compensation starts at \$24.48;**

**Management of 2-3 direct reports, over 10 indirect reports.**

**This position includes a comprehensive benefits package after 3 months. Additionally, this position has an opportunity to participate in a company-matched retirement savings plan after 3 months.**

### Qualifications:

This position requires at least three years of supervisory experience in programming and human resource management and a post-secondary diploma/degree in child and youth, sports and recreation or related field. Experience in budgeting and facility management is an asset.

- Current Police Clearance with Vulnerable Sector Screen that is obtained within the last 6 months (Note: there is currently a 6-8 week delay in processing with the Niagara Regional Police)
- Current Standard First Aid and CPR Level C
- HIGH FIVE Principles of Healthy Child Development (can obtain after hire)
- National Lifeguard certification
- Swim Instructor certification
- Food Handler's certification (can obtain after hire)
- Experience working directly with children and/or delivering children's programming
- Certified Pool Operator designation is an asset
- Valid driver's license and access to personal vehicle
- Working knowledge of applicable legislation
- Must provide immunization records



Opportunity  
Changes  
Everything

Duties and Responsibilities:

Deliverables include, but are not exclusive to, the following:

- Overseeing the delivery of BGCN aquatics, Community, sports and recreation programs;
- Ensuring compliance with Life Saving Society, HIGH FIVE and applicable government agencies;
- Monitoring best practices;
- Analyzing performance reports and adjusting programs to remain within budget;
- Revenue, expenses, purchase orders, invoices are processed and monitored weekly;
- Payroll is accurate and submitted in a timely manner;
- Providing leadership to Club supervisors;
- Providing input to program content and infrastructure.

**Application:**

Please send cover letter and resume to [employment@bgcn.ca](mailto:employment@bgcn.ca) by **e-mail** quoting the job title in the subject line.

Address: 8800 McLeod Rd.  
Niagara Falls, ON  
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Fax: (905) 357-7401  
Website: [www.bgcn.ca](http://www.bgcn.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.