



Opportunity  
Changes  
Everything

The BGC Niagara is seeking candidates to carry out the duties of Child Care Program Manager at the EJ Freeland Community Centre located at 1555 Garrison Road, Fort Erie.

This is a full-time, hourly position responsible for the safe, effective, efficient delivery of programs and services at the assigned location(s). This position has overall accountability of licensed child care, child and youth drop-in, transportation, meal programs and registration/membership services. The position is accountable to the Fort Erie General Manager.

**Position Overview:**

**Full-time, hourly position (37.5 – 44 hours per week). In addition to the base wage, the Child Care Program Manager receives Provincial Wage Enhancement of \$2/hr. for hours worked in licensed child care.**

**Hourly Compensation starts at \$24.48;  
Management of 10+ direct and indirect reports.**

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

**Qualifications:**

This position requires at least three years' experience in programming, human resource management and budgeting. Facility management is an asset.

Candidates are required to obtain the following qualifications:

- Post-secondary diploma/degree in Early Childhood Education and designation as a R.E.C.E with the Ontario College of Early Childhood Educators or a diploma/degree Child and Youth, Recreation and Leisure or Ontario Teachers College;
- 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)
- Food Handler's certification (can obtain after hire)
- Must provide immunization records
- A valid driver's license and access to personal vehicle
- Working knowledge of applicable legislation



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**Duties and Responsibilities:**

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

- *Customer inquiries are addressed promptly or relayed to the General Manager;*
- *Relationships are maintained in accordance with the Club's privacy policy;*
- *Revenue, expenses, purchase orders, invoices are processed and monitored;*
- *Payroll is accurate and submitted in a timely manner;*
- *Qualified and competent employees are hired and trained;*
- *Employee schedules meet budget and are posted 2 weeks in advance;*
- *In-service training is undertaken documented and submitted;*
- *Course outlines and lesson plans are approved and available for all programs and services;*
- *Sanitization is name assigned and documented;*
- *Facilities and equipment are clean and in good repair;*
- *Playground opening and closing check lists are completed and documented as used;*
- *Routes provide optimal travel time for participants, rosters are accurate;*
- *Incidents and accidents are managed as per policy.*

**Application:**

Please send cover letter and resume to [hrrassistant@bgcn.ca](mailto:hrrassistant@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.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.