

POSTING INTERNAL/EXTERNAL

BEFORE AND AFTERSCHOOL PROGRAM SUPERVISORS

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 – St. Catharines Child Care Centre and Prince of Wales – St. Catharines 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 in the St. Catharines Centre's. The position is accountable to the St. Catharines General Manager.

Employment type: Full Time Split Shift Supervisor 37.5 hours per Week.

Starting rate: \$19.38 - \$21.42/hr. On top of the base wage, Registered Early Childhood Educators working in Licensed Care receive a \$2/hr. Wage Enhancement.

Full-time placement offers: A comprehensive benefits package after 3 months. Additionally, these positions have opportunities to participate in a company matched retirement savings plan after 3 months.

Qualifications needed for Employment	Time Frame
Early Childhood Education Diploma	At time of hire
Registered with the College of Early Childhood Educators	At time of hire – Proof of membership in good standing
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/CPRC	Must be valid at time of hire
Food Handlers	Must obtain as soon as possible
High Five	Can obtain during employment
MOL	Once hired you would receive this training
Previous Child Care Experience	At least 3 years' experience

Why Work at the 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, the 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, the 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, the 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;*
- *Qualified and competent employees are hired trained and supervised;*
- *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 hrrassistant@bgcn.ca, no later than 4:00 pm August 19th, 2022.

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.