



Boys & Girls Club
of Niagara
A good place to be



making a
difference
over **60** years

BGC NIAGARA GENERAL MANAGER

Why Work at BGC Niagara?

Join Canada's largest child and youth-serving agency, dedicated to helping children and youth reach their full potential. As an employer of choice, the Boys and Girls Club of Niagara offers competitive salaries and benefits, an employer-matched pension plan, opportunities for advancement, professional development, mentorship and training programs, employee service recognition programs, and more. Additionally, BGC Niagara recognizes the value of having flexible work arrangements to support better work-life balance for our employees.

Discover the wonder of the Niagara Region. Nestled between Lake Erie and Lake Ontario, the Region boasts sprawling wineries, sandy beaches, vast green spaces, plentiful shopping, dining and entertainment, the Natural World Wonder that is the Niagara Falls and rich Canadian history -- just to name a few.

We thank all candidates for their interest however, only those candidates selected for an interview will be contacted.

BGC NIAGARA GENERAL MANAGER- NIAGARA FALLS & FORT ERIE

The Boys and Girls Club of Niagara is seeking two candidates to carry out the duties of General Manager in Niagara Falls and Fort Erie locations and Satellite sites.

This is a full-time salaried position responsible for the safe, effective, efficient delivery of programs and services at assigned Club Center and Satellites. This position has overall accountability of Child and Youth and Family Resource Programs, Transportation, Meal programs, Sports and Recreation, Community Programs, Registration and Membership Services at the assigned location(s). The position is accountable to the Child Care Director/Programs Director.

Position Overview:

Full-time salaried position (37.5 – 44 hours per week);
Compensation starts at \$51,714;
Management of 5-6 direct reports, over 15 indirect reports.

This Position includes a comprehensive benefits package after 3 months. Additionally, these positions have opportunities to participate in a company matched Retirement Savings Plan after 3 months.



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Qualifications:

Post Secondary Diploma/degree in; Early Childhood Education Child and Youth Studies Recreation and Leisure Ontario College of Teachers or related field;	Diploma/Degree/Certificate at time of hire
Current Vulnerable Sector Police Clearance	Must have from within the past 6 months or proof of application (receipt) for one
Immunizations Records	At time of hire
Standard First Aid with CPR C and AED	Must be valid at time of hire
Food Handlers Certificate	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 would receive this training
Previous Child and Youth Program Experience/Knowledge of applicable legislation	An Asset
Experience in human resource management, budgeting and facility management	Three years' experience
Driver's License and Access to a vehicle	Required

Duties and Responsibilities:

Deliverables include but are not exclusive to:

- *Oversee the delivery of prescribed programs and services;*
- *Ensure compliance with governing bodies including, but not exclusive to, the Ministry of Education, Niagara Region Public Health, etc.*
- *Provide ongoing constructive support to direct reports and ensure gaps in performance are addressed;*
- *Monitor revenue and expense associated with portfolio;*
- *Manage relationships with external partners and service providers;*
- *Active network processes meet Club requirements;*
- *Customer inquiries are addressed promptly or relayed to the Director;*
- *Participant data and feedback reports completed monthly;*



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- *Outstanding customer accounts are addressed through prescribed methods;*
- *Performance reports are analyzed and adjustments to programs made to remain within budget;*
- *Director is notified with respect to surplus/deficits;*
- *Revenue, expenses, purchase orders, invoices are processed and monitored weekly;*
- *Payroll is accurate and submitted in a timely manner;*
- *Qualified and competent employees/volunteers are hired and trained;*
- *All staff scheduled are fully registered and qualified;*
- *Ensure sanitization is assigned and documented;*
- *Facilities and equipment are clean and in good repair.*

Application:

Please send cover letter and resume 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.bgc.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.