

POSTING INTERNAL/EXTERNAL
PROGRAMS COORDINATOR

The BGC of Niagara is seeking a candidate to carry out the duties of Full-Time Program Coordinator at the EJ Freeland Community Centre in Fort Erie (1555 Garrison Road).

Position Overview:

The Program Coordinator is responsible for the safe, effective, and efficient delivery of child and youth drop-in programs in Fort Erie. The position is accountable to the Program Supervisor. This is a full-time, hourly position which requires work in the evening and may require occasional work on the weekend to meet program needs.

Terms of Employment:

- \$18.18 - \$19.18
- Full-time, Hourly
- A comprehensive benefits package and company matched RRSP will be offered after successful completion of the probation period

Qualifications:

This position requires at least two years of experience in programming and a post-secondary diploma/degree in Early Childhood Education, Child and Youth Studies, Recreation and Leisure, or a related field. Experience in budgeting, and human resource management and facility management is an asset.

Additionally, the following are required:

- Current Police Clearance with Vulnerable Sector Screen that is obtained within the last 6 months
- 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)
- Experience working directly with children and/or delivering children's programming
- Must provide immunization records
- A valid driver's license and access to personal vehicle
- Working knowledge of applicable legislation

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.
- Develop, promote and maintain professional and positive internal and external relationships with all departments;
- Ensure that Club communication with respect to assigned programs is delivered to the Supervisor/Manager for approval by the second week of each month. Information is available and distributed;
- Customer inquiries are addressed promptly or relayed to the Supervisor/Manager;
- Participant data and feedback reports completed monthly;
- Revenue, expenses, purchase orders, invoices are processed and monitored weekly;
- Ensure sanitization is assigned and documented.

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, BGC Niagara serves vulnerable children and youth across 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.

Interested Candidates should apply by sending a cover letter and resume to employment@bgcn.ca, no later than 4:00 pm on January 23rdth, 2023.

The BGC 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.