



Boys & Girls Club  
of Niagara  
A good place to be



making a  
**difference**  
over **60** years

## **BGC NIAGARA RESIDENCE 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 RESIDENCE MANAGER- NIGHTLIGHT YOUTH SERVICES**

The Boys and Girls Club of Niagara is seeking one candidate to carry out the duties of Residence Manager for the Nightlight Youth Services Program in Niagara Falls at 5519 Ontario Ave.

This is a full-time salaried position responsible for the safe, effective, efficient delivery of programs and services at Nightlight Youth Services. This position has overall accountability of the Short-Term Housing Focused Shelter and Supported Transitional Housing programs. The position is accountable to the General Manager.

### **Position Overview:**

Full-time salaried position (35 – 44 hours per week);  
Compensation range: \$47,736- \$51,714 annually;  
Management of Nightlight Youth Services staff team.

This Position includes a comprehensive benefits package after 3 months. Additionally, this position has opportunities to participate in a company-matched Retirement Savings Plan after 3 months.



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**Qualifications:**

Post Secondary Diploma/degree in; Human Services 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
Ministry of Labour mandated training	Once hired would receive this training
Crisis Intervention	Valid at time of hire or; Once hired would receive this training
Previous Child and Youth Residential 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 Region of Niagara, Niagara Region Public Health, etc.*
- *Provide ongoing constructive support to direct reports and ensure gaps in performance are addressed;*
- *Provide On-Call in person and phone as part of the Nightlight Youth Services Supervisory Team*
- *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 General Manager;*
- *Participant data and feedback reports completed monthly;*
- *Revenue, expenses, purchase orders, invoices are processed and monitored weekly;*



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- *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;*
- *Fire and Emergency Response duties are completed and documented;*
- *Facilities and equipment are clean and in good repair.*

**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 no later than February 21, 2023.

Address: 8800 McLeod Rd.  
Niagara Falls, ON  
L2H 0Y8

Fax: (905) 357-7401

Website: [www.bgc.ca](http://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.