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POSTING INTERNAL/EXTERNAL

**NIAGARA FALLS CHILD AND YOUTH PROGRAM SUPERVISOR**

BGC Niagara is seeking a candidate to fill the position of Niagara Falls Child and Youth Program Supervisor to oversee programs located at the McLeod Road location in Niagara Falls.

Position Overview:

The Program Supervisor is responsible for the safe, effective, and efficient delivery of programs and services at the assigned locations. The Supervisor is accountable to the Child and Youth Programs Manager.

This is a full-time hourly position (37.5-44 hours per week). The shifts are Monday to Friday from 6:00 a.m.-10:00 a.m. and 2:00 p.m.-6:00 p.m. Some evenings may be required. Work in holiday camps required. Compensation starts at \$22.71 to \$24.71 per hour depending upon experience.

Qualifications:

<b>Completed Diploma/Degree in:</b>	At time of hire
<ul style="list-style-type: none"> <li>• Registered Early Childhood Education</li> <li>• Child and Youth Worker Diploma;</li> <li>• Recreation and Leisure Diploma; or</li> <li>• Related Field to be approved</li> </ul>	
Current Vulnerable Sector Police Clearance	Must have at time of hire or proof of receipt of application
Immunizations Records	At time of hire
Standard First Aid with CPR-C and AED	Must be valid at time of hire
Food Handlers Certification	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 you would receive this training
Previous child and youth programming experience	Three years' experience
Experience in team management, budgeting and facility supervision	An Asset
Driver's License and Access to a vehicle	Required

**Why Work at 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, 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.



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Today, 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, 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;*
- *Records are available and filed confidentially as required;*
- *Qualified and competent employees are hired trained and supervised;*
- *Applicable legislation is followed;*
- *Payroll is accurate and submitted in a timely manner;*
- *Revenue, expenses, purchase orders, invoices are processed and monitored weekly;*
- *Programs and services are diverse and offered in accordance with project plans*
- *Course outlines and lesson plans are available for all programs and services;*
- *Facilities are scheduled effectively and efficiently;*
- *Attendance and participation data reports are submitted monthly;*
- *Participant feedback is received monthly;*
- *Rosters are accurate;*
- *Service Providers are accessed, accurate records are forwarded;*
- *Facility opening and closing checklists are completed and documented;*
- *Facilities and equipment are clean and in good repair;*
- *Fire and Emergency Response duties are completed and documented.*

Please send cover letter and resume and to [employment@bgcn.ca](mailto:employment@bgcn.ca) by e-mail quoting the job title in the subject line by March 17<sup>th</sup> 2023.

Address: 8800 McLeod Rd.  
Niagara Falls, ON

L2H 0Y8

Fax: (905) 357-7401

Website: [www.boysandgirlsclubniagara.org](http://www.boysandgirlsclubniagara.org)

*The Boys and Girls Club of Niagara is an equal opportunity employer committed to inclusive, barrier-free employment. We will accommodate the needs of its employees under the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act (AODA) throughout their employment. Please advise the Human Resources Department to ensure your accessibility needs are accommodated. Information received relating to accommodation measures will be addressed confidentially.*