



Opportunity
Changes
Everything

ST CATHARINES GENERAL MANAGER

The Boys and Girls Club of Niagara is seeking candidates to carry out the duties of the St. Catharines General Manager at the Queen Elizabeth Centre. This position is responsible for the safe, effective, and efficient delivery of programs and services at the Boys and Girls Club of Niagara. This position has overall accountability of licensed child care centers, child and youth drop-in, transportation and meal programs at the assigned centre and satellites. The position is accountable to the Child Care Director.

Position Overview:

This is a full-time, split shift, salaried position (35 – 44 hours per week). Compensation is \$53,274 annually and includes a comprehensive benefits package and RRSP plan after probationary period.

Qualifications:

This position requires at least three years' experience in programming and team management and a post-secondary diploma/degree in Early Childhood Education, Child and Youth Studies, Sports and Recreation Management or a related field. Experience in budgeting and facility management is considered an asset.

- Candidates are required to obtain the following qualifications: Post-secondary diploma/degree in Early Childhood Education and designation as a R.E.C.E with the Ontario College of Early Childhood Educators or a diploma/degree in Child and Youth Studies, Recreation and Leisure, Teaching Certificate, etc.;
- Current Police Clearance with Vulnerable Sector Screen
- Current Standard First Aid and CPR Level C
- Able to obtain a Directors Approval with the Ministry of Education (can obtain after hire)
- HIGH FIVE Principles of Healthy Child Development (can obtain after hire)
- Food Handler's certification (can obtain after hire)
- Must provide immunization records
- A valid driver's license and access to personal vehicle
- Working knowledge of applicable legislation



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Duties and Responsibilities:

Deliverables include but are not exclusive to:

- Oversee the delivery of prescribed programs and services at main centre and up to 4 satellite locations;
- 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;
- 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;
- Grants, memorandums of understanding and purchase of services are managed;
- Qualified and competent employees/volunteers are hired and trained;
- All staff scheduled are fully registered and qualified;
- Assigned program handbooks contain curriculum with outcomes and guidelines for activities are readily available;
- Ensure sanitization is assigned and documented;
- Facilities and equipment are clean and in good repair.

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.



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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.

Application:

Please send cover letter and resume to employment@bgcn.ca by **e-mail** quoting the job title in the subject line no later than **May 12th, 2023**.

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

Fax: (905) 357-7401

Website: www.bgcn.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.