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POSTING INTERNAL/EXTERNAL BEFORE AND AFTERSCHOOL SATELLITE PROGRAM SUPERVISOR

The BGC Niagara is seeking candidates to fill the position of Before and Afterschool Satellite Supervisor in Boys and Girls Club of Niagara – **St. George Child Care Centre located in Crystal Beach.**

Position Overview:

This is a full-time, split shift, hourly position (35 – 44 hours per week). Compensation starts at \$21.00/hour and includes a comprehensive benefits package and RRSP plan after probationary period. Provincial wage enhancement is not included in the base wage.

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, Recreation and Leisure or a related field. Strong knowledge base in CCEYA rules and regulations and Licensed Childcare 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 from within 6 months
- 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

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;*
- *Payroll is accurate and submitted in a timely manner;*
- *Revenue, expenses, purchase orders, invoices are processed and monitored weekly;*



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- *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 and staff are scheduled effectively and efficiently;*
- *Attendance and participation data reports are submitted monthly;*
- *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.*

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 **August 30th, 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.