

FULL-TIME RESIDENCE OPERATIONS SUPERVISOR – PARENTAL LEAVE

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, BGC 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.

About the Position

The Operations Supervisor will be responsible for the safe, effective, and efficient delivery of programs at Nightlight Youth Services (youth residence), reporting directly to the Residence Manager. This duration of this position is anticipated to be 12 months (parental leave coverage).

Position Overview

- Full-time hourly position (37.5 - 44 hrs/week)
- Wage - \$22.71 – \$24.71

Duties and Responsibilities

Deliverables include, but are not exclusive to, the following:

- Supervise and instruct participants as scheduled
- Assist in ensuring quality standards of the program are maintained
- Assist in providing support and case management
- Provide direct overnight of Housing Focused and Transitional Housing program
- Collect statistical data as assigned

- Collect and report participant feedback regarding facility and programs
- Assist with the hiring, training and ongoing supervision of staff, placement students and volunteers
- Provide on-call support for staff information and shift coverage as part of a rotating schedule
- Ensure Residence Manager is kept well informed of issues and needs of the program
- Maintain facilities and assets in accordance with Housekeeping Plans, and Club policies
- Able to work days, evenings, overnights and weekends

Qualifications

Diploma/degree in Child and Youth Studies/Care/Worker, Social Service Worker/Social Work, Recreation Therapy, Community and Justice Services, or related field	Required at time of hire
Current Vulnerable Sector Police Clearance	Must have from within the past 6 months or proof of application (receipt) required at time of hire
Standard First Aid with CPR Level C and AED	Required at time of hire
Food Handler's certification	Can obtain within 3 months of hire
Immunization records	Required at time of hire
Valid driver's license and access to personal vehicle	Required at time of hire
Non-Violent Crisis Intervention	Provided at time of hire

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 November 9, 2023.

Corporate Address:

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

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.