

## CHILD AND YOUTH PROGRAM 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, 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

BGC Niagara is seeking one candidate to carry out the duties of Child and Youth Program Manager for the licensed childcare programs, PD day/holiday camps, and children and youth drop-in programs (Kids Zone and Teen Zone) in Fort Erie at 1555 Garrison Road. The position oversees a team of 5-10+ direct reports and is accountable to the General Manager.

### Position Overview

- Full-time, hourly position (35 – 44 hours per week);
- Compensation range: \$25.95-\$27.95 hourly, plus \$2/hour Provincial Wage Enhancement;
- Comprehensive benefits package after 3 months;
- Opportunity to participate in a company-matched Retirement Savings Plan after 3 months.

### Duties and Responsibilities

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

- Customer inquiries are addressed promptly or relayed to the General Manager;
- Relationships are maintained in accordance with the Club's privacy policy;
- Revenue, expenses, purchase orders, invoices are processed and monitored;

- Payroll is accurate and submitted/approved in a timely manner;
- Qualified and competent employees are hired and trained;
- Employee schedules meet budget and are posted 2 weeks in advance;
- In-service training is undertaken documented and submitted;
- Course outlines and lesson plans are approved and available for all programs and services;
- Sanitization is assigned and documented;
- Facilities and equipment are clean and in good repair;
- Playground opening and closing check lists are completed and documented as used;
- Routes provide optimal travel time for participants, rosters are accurate;
- Incidents and accidents are managed as per policy;
- Applicable legislation is followed and compliance is maintained.

### Qualifications

Diploma/degree in Early Childhood Education, Child and Youth Studies, Recreation and Leisure, Ontario Teacher's College, 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
HIGH FIVE Principles of Healthy Child Development	Can obtain after time of hire
Food Handler's certification	Can obtain after time of hire
Immunization records	Required at time of hire
Valid driver's license and access to personal vehicle	Required at time of hire
Experience working directly with children and/or delivering children's programming	Three years required



Opportunity  
Changes  
Everything

Experience in budgeting, human resource management and facility management.	An asset
Working knowledge of applicable legislation	An asset

### 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.

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

Fax: (905) 357-7401

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