



Boys & Girls Club  
of Niagara  
A good place to be

The Boys and Girls Club of Niagara is seeking candidates to carry out the duties of Full Time Program Coordinator

## FULL TIME RECREATION AND COMMUNITY PROGRAM COORDINATOR

The Program Coordinator is responsible for the safe, effective, and efficient delivery of assigned programs at assigned satellites/centres. The position is accountable to Recreation and Community Programs Supervisor.

### **Responsibilities:**

Deliverables include but are not exclusive to:

- *Monitor the delivery of programs and services to ensure compliance with Club program standards, ratios and meet standards of governing bodies;*
- *Ensure children's programs and services are delivered in accordance with the healthy principals of child development, High 5;*
- *Collect and report accurate attendance and participation data monthly;*
- *Purchase supplies if required.*
- *Ensure sanitization duties are scheduled and completed;*
- *Ensure security in accordance with the Security Plans and Club policy;*
- *Ensure Fire and Emergency Response Plans are implemented as necessary;*
- *Perform the duties of a Program Worker and Building Supervisor as required.*

### **Terms of Employment:**

- Full Time Salaried Position
- Wage: \$17.18-\$19.18/hr

### **Qualifications:**

- This full-time salaried position requires at least two years' experience in programming, and a post-secondary diploma/degree in child and youth, sports and recreation or related field. Experience in budgeting, and human resource management and facility management is an asset.
- Current Police Clearance, Immunization records, Health and Safety, WHMIS, Current First Aid/CPR, High Five Certification, National Lifeguard Certification, LSS Swim Instructors.

## 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 no later than March 8<sup>th</sup> 2019.

Address: 8800 McLeod Rd.  
Niagara Falls, ON  
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