



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 Recreation & Community Program Supervisor

FULL TIME RECREATION AND COMMUNITY PROGRAM SUPERVISOR

The Recreation and Community Program Supervisor is responsible for the safe, effective, and efficient delivery of Aquatic and Recreation programs and services at the Niagara Falls Centre. The position is accountable to the Facility Manager.

Responsibilities:

Deliverables include but are not exclusive to:

- *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;*
- *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 are scheduled effectively and efficiently;*
- *Attendance and participation data reports are submitted monthly;*
- *Participant feedback is received 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.*
- *Reception services are provided;*

Terms of Employment:

- Full Time Salaried Position
- Wage: \$21.00 - \$23.00/hr.

Qualifications:

- This full-time salaried position requires at least three 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 National Lifeguard Certification, LSS Swim Instructors, Current Police Clearance Check, Immunization records, Current Standard First Aid/CPR, High Five Certification.

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 March 8, 2019.

Address: 8800 McLeod Rd.
Niagara Falls, ON
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E-mail: employment@bgcn.ca
Fax: (905) 357-7401
Website: www.boysandgirlsclubniagara.org