



Boys & Girls Club
of Niagara

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FORT ERIE PROGRAM MANAGER

The Boys and Girls Club of Niagara is seeking candidates to carry out the duties of Program Manager for the Fort Erie and satellite locations. This is a full-time hourly position responsible for the safe, effective, and efficient delivery of programs and services within the Fort Erie Boys and Girls Club and assigned satellite locations. This position focuses on the Child and Youth, Licensed Child Care and Sports and Recreation Programs at the assigned centre and satellites. The position is accountable to the Program Director.

Position Overview:

This is a full-time hourly position (37.5 – 44 hours per week). Compensation is \$24.00 - \$26.00 per hour.

Qualifications:

This position requires post-secondary education in Early Childhood Education, degree in child and youth studies or a degree in recreation and leisure. At least three years' experience is required in a leadership role in licensed child care program delivery and human resource management. A strong background in delivering child and youth programs, budgeting and working with membership software is considered an asset.

An acceptable Police Reference Check and Standard First Aid Level C are a must.

General Responsibilities:

- Oversee the delivery of child and youth, licensed child care and camp programs;
- Oversee the implementation of program quality assurance, health and wellness and transportation programs plans;
- Oversee purchase of Service agreements with the Regional Municipality of Niagara;
- Ensure compliance with governing bodies including but not exclusive to the Ministry of Education, and public health;
- Provide ongoing constructive support to direct reports and ensure gaps in performance are addressed;
- Monitor revenue and expense associated with portfolio;
- Oversee the management of assigned grants;
- Manage relationships with external partners and service providers

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 September 28, 2020.

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

Fax: (905) 357-7401

Website: www.boysandgirlsclubniagara.org

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.

Fort Erie Niagara Falls Niagara-on-the-Lake Pelham Port Colborne St. Catharines Thorold Welland

Phone: **905-357-2444** Fax: **905-357-7401** email: club@bgcn.ca web: www.bgcn.ca

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