



Boys & Girls Clubs
of Winnipeg
A good place to be

CLUB MANAGER – SISTER MACNAMARA CLUB

Requisition #: **1213-SMC-CM**
Facility/Location: Sister MacNamara Club – 460 Sargent Ave.
Job Type: Permanent – Full Time
Wage: \$41,757 / Annum
Anticipated Shift: Monday - Friday (1:00 p.m. – 8:30 p.m.)
35 hrs / wkly
Number of positions open: 1
Start date: January 2nd, 2019
Posting date: December 13th, 2018
Expiry date: December 28th, 2018 at 4:00 p.m.

A Club Manager is responsible for managing and supervising the overall activities within the club. Managers are responsible for ensuring program goals and objectives are reached. They also provide front-line supervision and support to children, youth, staff and volunteers. Club Managers direct the planning, delivering and supervising of recreation programs for participants

RESPONSIBILITIES:

The Club Manager's responsibilities include but are not limited to nurturing positive relationships and communication, planning/delivering programs, enhanced programs, managing team, managing volunteers, administration, outreach, dealing with incidents and sensitive issues, counselling and mediation, managing Club's physical environment, and community relations.

MUST HAVE QUALIFICATIONS:

- Experience working with children ranging from 6-18 years of age.
- Effective interpersonal communication and listening skills.
- Demonstrated initiative and skills in planning.
- Knowledge and understanding of youth development, experiential learning, lesson planning, and literacy development.
- Experience working in cross-cultural settings and sensitive to diverse cultures.
- Knowledge of behaviour management techniques.
- Must have and maintain a Full Class 5 Manitoba Driver's License
- Must have or be willing to obtain a Full Class 4 Manitoba Driver's License within 3 months of your start date.
- Current and valid CPR Certification
- Current and valid Emergency First Aid Certification

PREFERRED QUALIFICATIONS

- Post-secondary degree or College Diploma in Social Work, Education, Youth Care or a combination of equivalent education and experience.
- Current and valid NVCI Certification (or willing to acquire)
- Preference given to candidates who have current Criminal Record Check and Child Abuse Checks within the last 3 months, or have applied for them.

This position is subject to the successful completion of a Criminal Record Check and a Child Abuse Registry Check.

Please submit a cover letter stating how you meet all qualifications and resume NO LATER THAN THE EXPIRY DATE. Please quote the requisition # and send to: Corinne Steski and my email is steski@wbgc.mb.ca