

Club Manager – After-School Program Job Posting

Job Type: Full-Time Term

Salary: \$51,205 annually

Anticipated Schedule: Monday, Thursday, Friday 1:30pm - 9:00pm, Tuesday/Wednesday 10:30am-6:00pm (35 hour work week). (School breaks: 10:30am-6:00pm Monday-Friday)

Benefits: Extended health care, Dental care, RRSP matching, Paid time off, Professional Development

Location: South Pembina Club/Dalhousie Club (Fort Richmond Area)

For over 45 years, BGC Winnipeg, one of Winnipeg's largest child and youth-serving charitable organizations, has provided programming directly to children and youth in vulnerable neighbourhoods.

FREE Community-based services. Positive relationships. Life-changing programs. We provide safe, supportive places where all kids and teens, of all backgrounds, can experience new opportunities, overcome barriers, and develop confidence and skills for life. Our Clubs are safe, positive places for children and youth ages 6-18 years old go after school, and during school breaks where they can find a sense of belonging and respect. We offer an environment where children can express themselves and participate in an amazing variety of activities, a place they can go to enjoy a meal or snack, and a place where they can meet friends and talk to positive adults who care about them.

www.bgcwinnipeg.ca

CLUB MANAGER RESPONSIBILITIES:

A Club Manager is responsible for overall management and supervision of the Club operations which provides programming for children and youth ages 6-18. Club Manager ensures program goals and objectives are reached in each of the 5 pillars of programming; sports & recreation, arts & culture, education & career exploration, health & life skills, and leadership & service to the community. They provide direct staff supervision and leadership, build supportive relationships with the children and youth and lead programming.

- Provide direct supervision and leadership of staff and volunteers
- Acquire and maintain supplies and equipment for the Club, managing monthly spending
- Respond calmly and effectively to incidents or crisis situations utilizing your knowledge in behaviour management, youth development, conflict resolution and trauma informed care
- Frontline delivery of programming
- Design, implement, and evaluate programs that meet the needs of our children and youth and are consistent with the goals and objectives of the agency
- Ensure that accurate records regarding programs, participants, expenditures, and equipment are maintained
- Develop, maintain, and nurture positive working relationships with collateral organizations throughout the community to strengthen services and supports for youth.
- Assist in the strategic planning for the Club and individual programs

REQUIRED SKILLS AND ABILITIES:

- Post-secondary education in Child and Youth Care, Education, Recreation Management or related social sciences field or equivalent combination of education/experience
- 3+ years' experience supervising/leading staff and or volunteers.
- Proven experience in children and youth program development, delivery and evaluation
- Knowledge and understanding of youth development and impact of trauma, youth issues and community resources.
- Experience working with children and youth ages 6-18 of diverse backgrounds, cultures, experiences and abilities.
- Strong behaviour and group management techniques
- Excellent organizational, time management and administrative skills
- Effective interpersonal communication and listening skills.
- Aptitude in problem-solving and experience in crisis management
- Must be able to work afternoons and evenings
- Has a strong commitment to equity, diversity, inclusion, and truth and reconciliation.
- Proficient in MS Office Suite and Office 365
- Must have and maintain a Class 5F (full) Manitoba Driver's License with a clear Driver's Abstract.
- Access to a reliable vehicle
- Willing to acquire a class 4 Manitoba Driver's License within 3 months of hiring
- Be able to provide clear police record check with vulnerable sector search (PVSC) and child abuse registry checks prior to hire which has been obtained within the past 6 months.

ASSETS:

- Valid Class 4 professional driver's license
- Valid Emergency First Aid and CPR Certification
- Valid Safe Food Handling Certificate

To apply for this position, please forward your cover letter and resume in confidence to hr@bgcwinnipeg.ca Please include the position you are applying for in the subject line of the email.

Hiring is ongoing and posting open until position is filled. We thank all those that apply but only candidates selected to move forward in the selection process will be contacted.

BGC Winnipeg is committed to providing an inclusive workplace that embraces diversity, values differences, and supports the full participation of all employees. We offer accommodations to applicants with disabilities throughout our hiring process, upon request.