CLUB MANAGER - Norquay & Polson Clubs

North Point Douglas & Elmwood-Munroe Communities

Full-Time | 35 Hours/Week | Mondays-Fridays 1:30pm-9:00pm |$52,229 annually

Make a Difference Every Day

Are you a community-minded leader who is passionate about creating opportunities for children, youth, and families? Do you have a strong understanding of the North Point Douglas and/or Elmwood-Munroe communities and a commitment to building relationships that create lasting impact?

At BGC Winnipeg, we provide free programs and services that help young people overcome barriers, develop life skills, build confidence, and experience a sense of belonging. For over 50 years, we have worked alongside communities to create safe, welcoming spaces where children and youth can thrive.

We are seeking a Club Manager to lead the operations, programming, and community engagement efforts at Norquay & Polson Clubs.

What You Will Do

- Lead the daily operations of the Club and ensure a safe, welcoming environment for participants, staff, volunteers, and community members
- Supervise, mentor, and support a team of program staff, volunteers, practicum students, and summer employees
- Onboard, train, coach, and evaluate staff performance
- Design, implement, and evaluate programs that meet community needs and align with BGC Winnipeg's mission and funder requirements
- Monitor program outcomes and prepare reports for internal and external stakeholders
- Participate in organizational initiatives and committees
- Build strong relationships with children, youth, families, schools, community organizations, and local leaders
- Build partnerships and collaborate with community agencies, schools, and stakeholders.
- Connect participants and families to appropriate supports and resources
- Manage club budgets, purchasing, scheduling, timesheets, and program resources
- Respond to incidents, crises, and participant concerns using a trauma-informed and relationship-based approach
- Participate and lead direct program delivery when required

Who You Are

You are a relationship-focused leader who understands the strengths, opportunities, and challenges within the community. You believe in the power of community-based programming and understand the importance of building trust with children, youth, families, and partners. You have great knowledge of Indigenous cultures, histories, and community priorities and are passionate about creating inclusive spaces where young people feel safe, valued, and connected. You lead with empathy, accountability, and cultural humility, and you are committed to reconciliation, equity, diversity, inclusion, and accessibility.

Ideally, you have lived, worked, volunteered, or built strong community connections within North Point Douglas and/or Elmwood-Munroe communities and understand the unique history, assets, and priorities of the neighbourhoods.

Required Skills & Qualifications

BGC Winnipeg recognizes that lived experience, cultural knowledge, and community connections can be just as valuable as formal education.

- Postsecondary education in Social Services, Child and Youth Care, Recreation, Community Development, Education, or a related field, or an equivalent combination of education and experience
- Deep knowledge of Indigenous cultures, histories, and community
- Minimum three years of experience working with children, youth, and families
- Minimum two years of supervisory or leadership experience
- Knowledge of the North Point Douglas and/or Elmwood-Munroe communities and local support networks
- Experience building partnerships with community agencies, schools, and stakeholders
- Strong program planning, implementation, and evaluation skills
- Experience managing budgets and program resources
- Excellent leadership, communication, conflict resolution, and relationship-building skills
- Understanding of trauma-informed, strengths-based, and culturally responsive approaches
- Strong commitment to social justice, EDIA, Truth and Reconciliation, and creating safe and inclusive spaces
- Knowledge of Indigenous cultures, histories, and community priorities is considered a strong asset
- Class 5F Manitoba Driver's License required
- Ability to obtain a Class 4 License

Additional Requirements

A current (within past 6 months) Police Record Check with Vulnerable Sector Check (PVSC) and Child Abuse Registry Check are required before commencing work.

What We Offer

- Extended Health, Dental, and Vision Benefits
- RRSP Matching Program
- Paid Time Off and Health Days
- Professional development and training opportunities
- Meaningful work that positively impacts children, youth, and families
- Supportive and collaborative team environment

How to Apply

Please submit your resume and cover letter to hr@bgcwinnipeg.ca and include Club Manager in the subject line. **Application deadline: November 8, 2026.** We thank all who apply, however only those candidates selected for an interview will be contacted.

BGC Winnipeg is committed to building a workforce that reflects the communities that we serve. We strongly encourage First Nations, Metis and Inuit individuals to apply.
We welcome applicants from all backgrounds who share our commitment to supporting Indigenous youth.
Accommodations are available for candidates taking part in any part of the selection process.