

JOB POSTING

Coordinator Kivan Club and Norvan Club, Vancouver BC

JOB TITLE: Coordinator (2 positions)

START DATE: As soon as possible

REPORTS TO: Manager Club Services

BGC South Coast BC has 2 Coordinator position openings at our Kivan Club in Vancouver and our Norvan Club in North Vancouver.

SUMMARY OF RESPONSIBILITIES

Reporting to the Manager of Club Services, the Club Coordinator is responsible for services, programs, administration, human resources functions, and facility management associated with Club operations. The Coordinator keeps current on community needs and implements and develops new programs that respond to these needs. The Coordinator also acts as the Site Safety Officer for their assigned Club and oversees the Site Safety Officer in other program sites under their supervision.

JOB DUTIES

- Oversees the day-to-day operations of the assigned Club site(s)
- Develops, implements, and coordinates child/youth and community program plans ensuring that the social/recreational needs of the children and families who visit the Club are met.
- Ensures that BGC's program standards, guidelines, and policies are followed, and that programs align to BGC'S mission, vision, values, and strategic direction.
- Coordinates scheduling of Club staff and volunteers.
- Responsible for human resources in the Club, including interviewing, hiring, training, and evaluating staff, as well as resolving discipline and grievance issues with the support of the Manager.
- Ensures that BGC's operational procedures are followed, including purchasing, public relations, and branding, and reports any program, facility, or administrative needs to the Manager.
- Develops and administers an assigned operating budget, assists the Manager in keeping track of expenditures within the program budgets, and ensures that budget guidelines are followed.
- Assists with resource development initiatives including supporting donor recognition, providing information for stewardship, organizing activities, and delivering presentations to potential donors.
- Ensures that accurate program records, statistics, health and safety, and grant reporting information, etc. are compiled and submitted in a timely manner, and maintained with confidentiality in mind at all times.
- Ensures that all pertinent documents are complete, in line with current CARF accreditation standards, and that the information is communicated to the Manager.

- Works as frontline staff as needed in areas of program activities, child/youth and community program development, relationship building with children, youth, and parents, and offers high quality customer service at all times.
- Oversees facility management by conducting emergency procedures, ensuring that adequate equipment and supplies are maintained, monitoring safe work practices of all staff and participants, ensuring that the facility is clean and tidy at the end of each program session, and ensuring that the facility is locked, and the alarm set at the end of the day.
- Attends scheduled staff meetings and training sessions. Works as part of a team providing coverage, when necessary, at multiple facilities for short periods of time.
- Keeps informed and has a general awareness of all BGC programs and services, including use of communication tools such as email and intranet/webpage, etc.
- Keeps informed and up to date with names of key Board members and community volunteers, and in consultation with the Manager, works to further the interests of BGC movement through active participation in community activities.
- Other related duties as required.

REQUIREMENTS

- Clear Criminal Record Check (Vulnerable Sector).
- An undergraduate degree in recreation, social services, child, and youth care, or equivalent (*a diploma in recreational programming, child and youth care, or community service worker with two years of experience in supervision and program planning*).
- One year of experience developing and running programs for children and youth and supervising staff in a social recreational or similar environment.
- Experience supervising, training, evaluating, and recognizing volunteers.
- Ability to form relationships effectively with relevant community groups, BGC supporters, parents, and participants.
- Class IV license (*process must be initiated within 30 days and obtained within 6 months*).
- Valid Standard First Aid and CPR Certificate (*must be obtained within 3 months*).
- Non-Violent Crisis Intervention (CPI) training (*must be obtained within 3 months*).
- Demonstrated teamwork, leadership, and supervisory skills with the ability to problem solve and find resolutions to issues/conflict.
- Excellent oral, written, facilitation, and interpersonal communication skills.
- Proven time and general management skills.
- Demonstrated ability to use a variety of computer software to generate and exchange information.
- This position is based on a 37.5-hour work week. It is recognized that on occasion the Coordinator may be required to work flexible or additional hours due to the demands of a particular activity or situation. It is expected that the weekly schedule will be adjusted accordingly (time off) to stay within the parameters of the 37.5-hour work week.

These are full-time salary positions with 3 weeks paid vacation in the first year, paid sick and personal leave, group benefits at six months and pension after one year.

CLOSING DATE

Positions will remain open until filled.

HOW TO APPLY

Please submit a resume and cover letter directly to:
Manager Club Services, Letah Addison laddison@bgcbc.ca or Natalie Lutz nlutz@bgcbc.ca
Or check out employment opportunities on our website
<https://www.bgcbc.ca/work/>

Thank you in advance to all persons who apply for this position. Please note that only those selected for interview will be contacted.

BGC recognizes the value and importance of building and sustaining a culturally diverse environment and commits to intentional efforts to reflect that (along with our values) in all that we do. BGC has always been committed to diversity, and we believe that articulating our commitment to it in this way will support the ongoing evolution of this in our work going forward.

For employees, participants, volunteers, donors, and the community, we demonstrate that commitment through:

- Recruitment, employment, development, and promotion practices that are barrier free
- Encouraging representatives of diverse identities (race, national or ethnic origin, language, spiritual beliefs, age, gender, sexual identity, marital status, family structure, political beliefs, mental or physical ability, or socioeconomic status) to apply for available positions, participate in programs, and/or engage with BGC
- Making decisions based solely on an individual's qualifications, merit, performance, and organizational needs