



Opportunity  
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Everything

## **BGC NIAGARA NIGHTLIGHT YOUTH SERVICES GENERAL MANAGER**

### **Why Work at BGC Niagara?**

Join Canada's largest child and youth-serving agency, dedicated to helping children and youth reach their full potential. As an employer of choice, the Boys and Girls Club of Niagara offers competitive salaries and benefits, an employer-matched pension plan, opportunities for advancement, professional development, mentorship and training programs, employee service recognition programs, and more. Additionally, BGC Niagara recognizes the value of having flexible work arrangements to support better work-life balance for our employees.

Discover the wonder of the Niagara Region. Nestled between Lake Erie and Lake Ontario, the Region boasts sprawling wineries, sandy beaches, vast green spaces, plentiful shopping, dining and entertainment, the Natural World Wonder that is the Niagara Falls and rich Canadian history -- just to name a few.

We thank all candidates for their interest however, only those candidates selected for an interview will be contacted.

### **About the Position**

The Boys and Girls Club of Niagara is seeking one candidate to carry out the duties of General Manager for the Nightlight Youth Services Program in Niagara Falls at 5519 Ontario Avenue, Niagara Falls, Ontario

This is a full-time, salaried position responsible for the safe, effective, efficient delivery of programs and services at Nightlight Youth Services. This position has overall responsibility for the Short-Term Housing-Focused Shelter and Supported Transitional Housing programs. The position is accountable to the Program Director.



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### Position Overview

- Full-time, salaried position (35 – 44 hours per week);
- Compensation range: \$54,816- \$60,667 annually;
- Comprehensive benefits package after 3 months;
- Opportunity to participate in a company-matched Retirement Savings Plan after 3 months.

### Duties and Responsibilities

Deliverables include, but are not exclusive to, the following:

- Provide support and oversight to the Residence Manager with respect to program and service delivery and administration;
- Ensure compliance with governing bodies including, but not exclusive to, the Region of Niagara, Niagara Region Public Health, etc.;
- Provide ongoing, constructive support to direct reports and ensure gaps in performance are addressed;
- Ensure the analysis of data and statistics to align with regional and national key performance indicators and trends;
- Support Collective Impact community initiatives that support homelessness prevention, poverty reduction, improving the quality of life for youth, and advance the work of ending youth homelessness;
- In consultation with the Program Director, source, make application and manage program grants, purchases of service and memorandums of understanding as assigned;
- In consultation with the Program Director, create annual budgets and participate in the reforecasting process;
- Implement the Club's Incident/Occurrence reporting program and associated training;
- Implement the Club's Learning and Impact qualitative and quantitative data collection and reporting process;
- In consultation with the Human Resources Department, perform the human resources functions associated with the position.



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### Qualifications

Post Secondary Diploma/degree in Human Services Field	Diploma/Degree/Certificate at time of hire
Current Vulnerable Sector Police Clearance	Must have from within the past 6 months or must provide proof of application (receipt) for one at time of hire
Immunizations Records	At time of hire
Standard First Aid with CPR C and AED	Must be valid at time of hire
Food Handlers Certificate	Can obtain during employment
Ministry of Labour mandated training	Provided upon hire
Crisis Intervention	Provided upon hire
Previous Child and Youth Residential Program Experience and knowledge of applicable legislation	An asset
Experience in human resource management, budgeting and facility management	Three years' experience required
Driver's License and Access to a vehicle	Must be valid at time of hire

### Application

Please send cover letter and resume to [employment@bgcn.ca](mailto:employment@bgcn.ca) by **e-mail** quoting the job title in the subject line no later than October 9, 2023.

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

Fax: (905) 357-7401

Website: [www.bgcni.ca](http://www.bgcni.ca)

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.