

BGC South East is currently seeking the following position:

## **Manager, Robert Meek**

### **Job Posting Details:**

Location - Robert Meek Community Youth Centre (559 Bagot Street)

Position Timeline - Monday to Friday (Regular office hours and evenings/weekends as required)

Hours - 40 hours/week

Rate - \$25/hr plus Wage Enhancement

### **Overview:**

In the role of **Manager, Robert Meek** you will be responsible for the management of all current and potential new Licensed Programs located at Robert Meek with the support of the Supervisor, Licensed Programs.

### **Key Responsibilities:**

- Designing and Implementing licensed programming following all Ministry guided policies and procedures for Robert Meek.
- Manage and support administrative tasks with Front Desk staff for all Robert Meek programming
- Ensuring daily administrative tasks related to the licensed guidelines (updating rosters, member files, immunization records, communication book etc) are complete.
- Purchasing monthly program supplies.
- Completing licensed monthly budget reporting and submitting to Supervisor, Licensed Programs.
- Supervising staff members and ensuring they follow Ministry guided and BGC policies in programs.
- Provide support and resources to all program staff regarding programming, staff development, training and policies and procedures.
- Ensuring professional development opportunities for (licensed child care staff) are provided on a monthly basis in collaboration with other Supervisors/Managers.
- Review monthly program plans and ensure all programs are following the standard guidelines for program and How Does Learning Happen-Pedagogy for Early Years
- Plan and attend meetings with all staff members.
- Evaluate staff members through staff evaluations - 2 times a year.
- Ensure Strategic Planning objectives related to programs are achieved.
- Ensuring that the BGC logic model is included in all program development.
- Communicating with parents and community members/partners/agencies regarding current and upcoming programming or events.
- Managing RecDesk and the database with member information and program statistics.
- Creating spreadsheets, forms, templates and documents for tracking and reporting purposes.
- Knowledge of all BGC programs, as well as other community partners and agencies who use the facility, to be able to direct and provide information when asked.
- Design and Implement March Break and Summer Day camp programming.
- Ensuring staff members follow BGC policies and procedures in regards to programming (due to grants) and support with grant applications and delivery of BGC and/or Canada National Programming.

**Job Requirements:**

- Registered Early Childhood Educator (RECE).
- 3-5 years experience in a child related/daycare field and leadership role.
- Current Standard First Aid/C.P.R. LEVEL C - certification.
- TDP (TDAP/Adacel/10 year booster) and MMR immunizations must be up to date.
- Criminal Reference Check (including Vulnerable Sector Check) completed within the past 6 months.
- Ability to work with complex needs population (behavioural challenges).
- Valid Drivers Licence/ Reliable transportation required.
- HIGH FIVE PHCD certificate is an asset.

**Application Process:**

Submit resume and cover letter indicating position applying for to the attention of:

**Recruitment Coordinator**  
recruiting@bgcsoutheast.ca

Please note that BGC South East will accommodate candidates as required under applicable human rights legislation. If you require a disability-related accommodation during this process, please inform us of your requirements and we will do our best to accommodate.

**We thank all those who apply, however only successful candidates will be contacted for an interview.**