



Boys & Girls Clubs
of Kawartha Lakes

A good place to be



We Currently Have a Rewarding Career Opportunity in Peterborough

Our Vision is to provide a safe, supportive place where children and youth experience new opportunities, overcome barriers, develop positive relationships and build confidence and skills of life.

We currently have an employment opportunity in the Peterborough area for the following position:

Site Supervisor – Peterborough #5-19

Position Summary

The Site Supervisor is an integral part in helping to foster a safe environment within the Boys and Girls Clubs of Kawartha Lakes recreational programs for local children and youth 5-14 years of age. In addition, you will work closely with your Supervisor to ensure that all programs are running to the standards of the Boys and Girls Club of Canada, and providing (daily/weekly) reports regarding the Peterborough programs and the leaders working at them.

This incumbent will be working in Peterborough, Ontario with the possibility of working in Lindsay, Ontario on occasion if the opportunity arises.

Planning

- Special guest speakers for our programs; Event days and Snack scheduling.

Supervising

- Daily communication between leaders to ensure physical activity, creative arts, group games, leadership/team building and skill development program needs are being met.
- Encourage respect for personal property, Club's equipment, and facilities.
- Provide on-site support to leaders/facilitators and participants
- Ensuring communication between staff and parents regarding their child's daily behaviour and attitude while participating in our programs

Client/Employee Follow-up

- Maintain record keeping and reporting systems to ensure accurate information, with timely completion and follow-up
- Establish and maintain collaborative relationships with co-workers and families.

Qualifications

- Desire and ability to work with children / youth indoors and outdoors; facilitate / supervise activities.
- Ability to relate to one's peer group.
- Ability to accept supervision and guidance.
- Successful Criminal Reference Check and Vulnerable Sector Screening in accordance with the Police Record Checks Reform Act (PRCRA)
- Standard First Aid, CPR Level C & HIGH FIVE Principles of Healthy Child Development (or willingness to acquire).

Salary: \$14.50/Hour

Please visit our website at www.bgckl.com for more information about our Club.

Applications, **quoting Site Supervisor (Peterborough) #5-19**, may be submitted **no later than April 3rd, 2019 at 5:00 p.m.**, using one of the following methods:

E-mail: jfattore@bgckl.com
Mail: Janice Fattore, Executive Assistant
107 Lindsay Street South
Lindsay, Ontario
K9V 2M5
Fax: 705-878-8605

Our Club is committed to supporting a diverse and inclusive team. We welcome applications from any qualified persons who wish to contribute to excellence in children and youth welfare, including Aboriginal persons, immigrants, members of sexual minority groups, persons with disabilities, racial/visible minorities and women. Accommodations will be provided during the recruitment process upon request. Accessible formats and communication supports are available upon request.

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