



BGC Thunder Bay
Windsor Program Coordinator - Position Description

The Boys & Girls Clubs of Thunder Bay is a registered charity providing a safe environment for over 2000 children and youth with after school, breakfast clubs and a day camp program.

The Windsor Program Coordinator will be responsible for the delivery of educational, recreational, social, health, vocational and counseling services that respond to the needs of children ages 4 -18.

Responsibilities:

- To design, develop, organize, implement coordinate and evaluate The Main Club, programs for the target age group.
- Provide quality assurance in program delivery.
- Supervision, training, and evaluation of full and part time/seasonal staff & students
- Promotion of the agency in the local community.
- Work with Facility Manager on the Electives Programs with area schools and placing volunteers in our Programs.
- Canteen Deposits
- Staff schedules and assigning tasks to Staff and Students
- Work with Community Agencies to ensure there is a variety of programs
- Assists to maintain program facilities and equipment in keeping with health and safety standards.
- Assists with membership and administration duties.
- Recruitment, placement, recognition, supervision, evaluation and retention of volunteers/placement students.
- Collect planning from staff and create monthly calendars
- Ensure Club programs like House League and BGC Grant Programs are delivered as planned. Take Photos and collect testimonials when required for reports.
- Create needs list and submit to Albert, distribute the supplies to groups
- Assist in interviewing new staff for the Windsor location
- Take care of Program Director's duties when she is on holidays

Qualifications:

- Degree/Diploma in Human Services field which include; education, recreation, youth/child and social work or the equivalent as it relates to the needs of children and youth.
- Experience in developing and implementing programs for children and youth.
- Experience in staff and program supervision.
- Strong communication and interpersonal skills.
- Valid first aid and CPR certificates.

Wage: \$TBD
Position: Full –time hours per week

Please submit resume to: BGC Thunder Bay
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Fax.622-5000