

JOB POSTING

Site Supervisor

Summary:

Reporting to the Manager of Programs & Services (West) and Boxing Club's office manager, the Site Supervisor will provide daily support to boxing club coaches, members, youth and members of the community. Our Site Supervisor is caring, compassionate, energetic able to communicate with the public. The Site Supervisor will ensure our members have a positive experience while at the club.

Responsibilities:

- Ensure safety and security of all members and assist with responding to critical incidents
- Report and follow up on incidents as outlined in BGCTK policies and procedures
- Work with office manager to create schedules
- Assist with registrations and payments
- Scan members in and out
- Complete reports as required
- Maintain positive relationships with members, staff, volunteers, BGCTK guests, community, and partners.
- Assist in creating program calendars and capturing social media content
- Manage challenging behaviours/complex needs of children and youth
- Work with the Coordinator, office manager and Director to support children, youth and families through challenges that may arise including child welfare concerns
- Perform opening and closing procedures
- Managing evening partnership youth programs
- Ensure all equipment and supplies are inventoried, available and in safe working condition
- Sell products (water, power snacks, merchandise) to members while in the club
- Participate in BGCTK's Health and Safety Committee as needed
- Other duties as assigned

Requirements/Specifications:

- Must be a minimum of 18 years of age or older
- Strong supervision, good decision making and problem-solving skills with excellent interpersonal/communication skills
- Experience working with children, youth and the public
- Be a positive role model and enjoy working with children and youth
- High Five Principles of Healthy Child Development (PHCD) and High Five Quest II is considered an asset
- Current First Aid CPR Certification
- Clear Vulnerable Sector Screening if over 18 years of age

Terms of Employment

Contract Duration: December 19, 2022 – June 23, 2023, with possibility of extension past June.

Location: CabbageTown Youth Centre and Boxing club. 2 Lancaster Ave.

Compensation Type: Hourly

Amount: \$18.00 per hour-plus 4% vacation pay on every pay cheque. Mandatory employment related deductions as required by the Canada Revenue Agency-Canada Pension (18+years old), Employment Insurance, Federal and Provincial Tax

Hours of Work: will vary up to 20 - 30 hours per week depending on site placement. Monday-Friday hours between 5:30pm-9:30pm

Interviews: Resumes will be accepted up until and including November 25, 2022. Successful applicants will be contacted to attend an interview, either in-person or virtually between November 28th – November 30th, 2022.

Conditions of Work: All staff will be given appropriate personal protective equipment and social distancing will be enforced as required by government guidelines.

Interested applicants: Please send your cover letter and resume to Louise Ross at lross@bgctk.org

Equity, Diversity & Inclusion:

BGC Toronto Kiwanis is an equal opportunity employer dedicated to creating a workplace culture of inclusiveness that reflects the diverse communities that we serve.