



**YMCA of
Niagara**

YMCA Employment Opportunity

Employment Program Manager

Employment and Newcomer Services – Niagara Region (3 Locations)

Salary Range: \$51,979 - \$59,301 plus full YMCA Benefits

Start Date: Immediately

Full Time Salaried including days, evenings and weekends

This is a contract position funded by the Ministry of Colleges, Training and Universities

QUALIFICATIONS

- Post Secondary Education in Business Management or Social Sciences (Minimum requirement is Diploma)
- Minimum 5 years supervisory experience in a Social Services setting
- Minimum 3 years managing programs that require attainment of measureable outcomes
- Minimum 3 years experience in a government funded environment. Has a solid understanding of government funding protocols and procedures
- Ability to lead complex staff teams with varying levels of responsibilities (20+ staff)
- Minimum 2 years experience in managing budgets
- Valid driver's license
- A clear and satisfactory criminal reference check inclusive of the vulnerable sector search (CRC VSS) issued for the YMCA of Niagara
- Excellent verbal and written communication skills
- Computer communication skills
- The ability to maintain confidentiality
- The ability to handle a large workload, project deadlines and to cope with stress

RESPONSIBILITIES

- Responsible for the recruitment, hiring, orientation and performance management of Employment Services staff.
- Support the Director in preparation of annual budgets and audits
- To promote and maintain open dialogue with Employment Ontario Consultant (MTCU)
- Manage all data tracking systems to ensure accuracy and clear statistical analysis of said data on a monthly basis
- Maintain Service Coordination with shared space partners to ensure effective tracking and evaluation of partnerships
- Oversee program budget (\$1,000,000+)
- Analyse monthly financial information and adjust planning/program delivery as appropriate

The YMCA is a charity dedicated to building healthy communities.

The YMCA of Niagara delivers programs in Health & Fitness, Community Outreach, Child Care, Day Camp and Employment & Newcomer Services throughout Ontario's Niagara Region.

We are committed to nurturing the potential of children, youth and families, promoting healthy living and fostering social responsibility within the community.

Operating from 112 sites across Niagara, and supported by 1,500 employees and 840 volunteers annually, the YMCA has a positive impact on the health of over 92,000 individuals annually.

Our focus on inclusiveness and accessibility means we serve people of all ages, backgrounds and abilities through all stages of life. Through the YMCA Strong Kids campaign, the YMCA is accessible to all.

*Building healthy
communities*



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RESPONSIBILITIES CONTINUED

- Develop and implement marketing plans for program in collaboration with the Director and Marketing Dept.
- Participate in training and adhere to the YMCA Child Protection Policies and Procedures as established by the YMCA of Niagara
- Other duties as required

CORE COMPETENCIES

- Results Oriented: The ability to lead, manage and achieve identified goals
- Quality Focus: Ensures that YMCA programs and services are superior
- Communication: Communicates in a thorough, clear timely manner and supports information sharing and goal achievement within the Employment Ontario program and the Employment and Newcomer Services Department
- Problem Solving: Identifies an issue and works towards a solution
- Initiative: Does the right thing at the right time without being asked
- Leadership: guides, motivates and inspires self and others to take action to achieve desired outcomes
- Managing Change: Initiates and manages change to achieve the strategic outcomes of the YMCA Employment Ontario Program
- Outcome Thinking: Visualizes, understands and articulates YMCA Employment Ontario outcomes and formulates strategies, plans and actions for achievement
- Planning and Organizing: Establishes a clearly defined and effective course of action for self and others to accomplish short and long term goals
- Coaching and Development: Commits to assisting participants, volunteers and self in continuous learning and development

Interested applicants are invited to submit a cover letter and resume by noon on October 25, 2019.

E: yjobs@niagara.ymca.ca **F:** 289-362-1413

Please indicate **position** applying for in the subject line of your email. *Internal applicants are expected to notify their supervisor before applying. Only those applicants being considered for an interview will be contacted which will occur by email.*

Accessibility accommodations and materials in alternate formats for individuals with disabilities can be arranged upon request.

For more information on other opportunities at the YMCA of Niagara please visit:

<http://www.ymcaofniagara.org>

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