



Program Supervisor
Westhills YMCA-YWCA (Langford, BC)

Vacancies: 1

Position: Term-Casual Position (maternity leave coverage position)

Placement: End of January 2020 (anticipated)

End Date: End of January 2021 (approximate)

Salary: Starting salary \$45,710/year to start, increasing to \$47,995.50/year after successful completion of probationary period.

Situation

The YMCA-YWCA of Vancouver Island is a dynamic charitable organization whose mission is to enhance individual and community potential through participation, learning and leadership. With over 135 years of serving Victoria and the surrounding communities, the YMCA-YWCA is a member Association of both YMCA Canada and YWCA Canada.

Nature and Scope

The Program Supervisor provides direct leadership to all non-aquatic programs and services delivered at the Westhills YMCA-YWCA. Working in close collaboration with the program team, this position ensures that programming is consistent with the Association Program Plan, delivered to YMCA-YWCA standards, and that staff adhere to all organizational policies and procedures. The Program Supervisor's direct reports are the Program Coordinators responsible for Health/Fitness and Children's programming. The successful candidate will also provide direct program delivery in their field(s) of expertise.

The nature of this position requires flexibility; the 35-hour work week will typically be a Sunday to Thursday work week with a minimum of one evening shift until 8pm. Flexibility is required to include early mornings, evenings, and weekends as needed. This role is classified as a casual/term position (maternity leave coverage). This position is entitled to an individual YMCA-YWCA membership.

Responsibilities:

- Lead and manage excellent health, fitness, and children's programs and services to achieve the annual Branch and Association goals
- Provide supervision and direct leadership to the hiring, training and performance management of the Westhills Y staff and volunteer team
- Build an engaged and responsive staff and volunteer team, focused on the Association Program Plan goals
- Assist in the development of annual plans, following YMCA SAM 2.1 standards to attract and retain members
- Assist in the development, control and evaluation of the program budget, statistics, and other reports as required
- Coordinate and collaborate with other departments, as appropriate, in preparing scheduling information, as well as throughout normal daily operations

- Ensure excellent member service by identifying the needs of adults, children and youth by responding in a timely manner to enhance each members'/participants' YMCA-YWCA experience
- Provide direct delivery of programs and/or classes
- Create a strong philanthropic culture by leading initiatives that achieves increased levels of volunteerism and giving through a successful Strong Kids campaign
- Perform Duty Manager shifts and other duties as required

Qualifications:

- Post-secondary degree or diploma in a related field or combination of relevant experience and education
- Minimum 5 years of related supervisory/management experience, along a with demonstrated knowledge of related legislation and standards
- Demonstrated skills in human resource management, fiscal management, health and safety and risk management
- Current Standard First Aid and CPR C required
- Preferred Certifications: YMCA Group Fitness or YMCA Personal Training (or equivalent)
- Demonstrated strong written, verbal and presentation communication skills.
- Working knowledge of ActiveNet or other registration software and Microsoft Office is preferred
- A clear Police/RCMP Criminal Record Check with Vulnerable Sector Screening required

To Apply: Please send a cover letter and resume to:

Human Resources
YMCA-YWCA of Vancouver Island
Email: hr@vancouverislandy.ca

Please Note:

- 1. Application Deadline:** December 13, 2019
- 2. Please indicate in your cover letter how you heard about this position.**
- 3. Internal applicants are expected to inform their supervisor prior to application.**
- 4. We thank all applicants, but only short-listed candidates will be contacted.**
- 5. Short-listed candidates must be available for a group interview on Monday, January 6, 2020 from 6:30-8:00pm.**

The YMCA-YWCA of Vancouver Island is an equal opportunity employer.