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## **Supervisor of Facilities & Inclusion Position**

### **Boys & Girls Clubs of Thunder Bay (BGC Thunder Bay)**

For over 50 years, BGC Thunder Bay has been creating opportunities for thousands of children and youth within our city. As Thunder Bay's largest child and youth serving charitable and community services organization, our Clubs open their doors to young people of all ages and their families at 2 fulltime locations during out-of-school hours. Our trained staff and volunteers provide programs and services that help young people realize positive outcomes in self-expression, academics, healthy living, physical activity, job readiness, mental health, social development, leadership, and more. Opportunity changes everything. Learn more at [www.bgcthunderbay.ca](http://www.bgcthunderbay.ca)

### **Specific Responsibilities:**

#### **Supervisor of Facilities & Inclusion** Primary duties:

- Facility Maintenance & upkeep
- Promote inclusion
- Ensure all regulatory requirements are met
- Be main contact for tenants and any facility related issues
- Work with the Muslim Community and other new Canadian groups
- Work with special needs populations
- Facility programming
- Other duties may be assigned, as necessary.

### **Our Ideal Candidate:**

- Past experience in some sort of facility management
- Understanding New Canadian Groups / varied culture
- Facilitations experience with youth
- Program planning for youth
- Understanding of what Boys & Girls Club do

### **Candidate Criteria**

- Candidate must be a new entrant into the workforce, are transitioning to a new career, or the unemployed or the underemployed who are entering a new field.
- Candidate must have not previously participated in an NOHFC funded internship.
- Candidate must be 18 years of age or older.
- Candidate must be legally eligible to work in Canada.

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- Once hired, the candidate must reside in the Northern Ontario community in which they are employed.
- **1 year contract 37.5 hrs per week - wage TBD**

**Email resume & cover letter to Albert Aiello at [ceo@bgcthunderbay.ca](mailto:ceo@bgcthunderbay.ca)**