



## Job Posting

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**TITLE:** Kanatakon Clubhouse Lead  
**DEPARTMENT:** Administration  
**REPORTS TO:** Branch Director  
**STATUS:** Full-time Non-Exempt  
**SALARY RANGE:** Starting at 18.50/HR  
**DEADLINE:** Friday, August 15, 2024 by 4pm

### PRIMARY FUNCTION:

Directs and manages overall daily operations of the Akwasasne Boys & Girls Club located at the Kanatakon School Unit (St. Regis, QC) under the control of the organization with the primary concern for a comprehensive, outcome-driven program and service delivery. Also assists with supervision and training staff (direct and indirect reports), manages facility, and manages community relations, parental communication, volunteer oversight, and membership administration.

### SKILLS/KNOWLEDGE REQUIRED:

- Must be 18 years old.
- Associate degree in related field from an accredited college or university, or a minimum of 2 years work experience in a Boys & Girls Club or similar organization planning and supervising activities based on the developmental needs of young people, or equivalent experience
- Demonstrated ability in personnel supervision, facilities management, and the recruitment and retention of key personnel
- Strong communication skills, both oral and written.
- Ability to assist with recruiting, training, supervising and motivating staff.
- Ability to deal effectively with club members including discipline problems.
- Working knowledge of budget preparation, control and management.
- Demonstrated ability in working with young people, parents and community leaders.

**CRIMINAL REFERENCE CHECK AND DRUG SCREENING MANDATORY BEFORE POSITION IS OFFERED.** For more information, please call 518-358-9911. Submit Letter of Interest and Resume to Lacey Chubb at [Ichubb@myabgc.com](mailto:Ichubb@myabgc.com)

**An Equal Employment Opportunity/Affirmative Action Employer. All Applicants must meet the minimum requirements in terms of education and experience. Completion of three-month probation period and a positive criminal reference check mandatory before position is made permanent.**