



## YMCA of Greater Vancouver Employment Opportunity

<b>Date Posted:</b>	May 4, 2018
<b>Position Title:</b>	Supervisor, Early Childhood Programs
<b>Location:</b>	Coast Capital Savings Child Care Center: Vancouver, BC
<b>Terms:</b>	Permanent, Full-time; 35 hours per week
<b>Shifts:</b>	Monday - Friday (shifts will generally vary between 7:30AM – 6:00PM)
<b>Salary:</b>	\$47,600 per year plus benefits
<b>Ideal Start Date:</b>	ASAP
<b>Reports To:</b>	Program Manager, Early Years

### **Situation:**

The YMCA of Greater Vancouver is a charity dedicated to strengthening the foundations of community, by nurturing the potential of children, teens & young adults, promoting healthy lifestyles, fostering a sense of social responsibility and delivering lasting personal & social change. We are building a community in which a generation of children and families reach their full potential. Our values guide our decision-making and behaviour—we do the right thing, put people first, keep our promises and lead by example.

For over 130 years, we have been part of the community, a place where people of every age and background find the support they need to grow in spirit, mind and body. One of the Lower Mainland's leading charities, the YMCA of Greater Vancouver provides services in health, fitness & aquatics, child care, camping, employment & community services to over 120,000 participants annually.

### **Nature & Scope:**

Reporting to the Program Manager, the Supervisor will oversee the operations of the child care programs by providing direct leadership, guidance and ongoing support to staff and volunteers who work with families and children. The Supervisor will work closely with the YMCA Child Care Management Team and other YMCA branches and external agencies to ensure the delivery of quality programs and initiatives that contribute to individual, family, and community well-being.

### **Major Responsibilities:**

- Direct and provide on-site leadership to the licensed child care programs, in adherence with applicable YMCA Policies and Procedures, Child Care Regulations, legal requirements and YMCA Playing to Learn curriculum standards
- Provide leadership and direction to staff teams to ensure that the YMCA Playing to Learn curriculum and best practices are consistently maintained in the programs to support children's development and learning
- Coach, develop and support staff and volunteer teams to achieve excellence in service orientation through building relationships and partnerships with families
- Responsible for recruitment (including all hiring and firing decisions), orientation, and performance management of child care staff and volunteers with support from the Management Team
- Ensure child care programs are integrated and delivered in conjunction with various community support and resource agencies

- Manage and meet association commitments and targets with regards to annual operating plans and budgets, YMCA Strong Kids fundraising campaign, YMCA initiatives and other special projects, while ensuring that all programs operate at maximum capacity
- Develop and maintain positive working relationships with key stakeholders including YMCA staff and volunteers, Vancouver Coastal Health, community agencies and service providers, schools, and ministry staff -- with a goal to increase our impact in the strategic priorities of the association.

**Qualifications:**

- Post-Secondary Degree or Certification in the field of Early Childhood Education (including infant/toddler certification)
- Minimum five (5) years' experience working with children and families in licensed group child care programs
- Minimum three (3) years of direct supervisory experience of leading multiple staff and volunteer teams in child care, family or community program settings
- Strong knowledge and experience of emergent curriculum such as YMCA Playing to Learn with evidence of successful implementation and ongoing consistency within programs
- Strong knowledge of child growth and development, family relations and family centered practices
- Knowledge of local resources and surrounding communities and neighborhoods an asset
- Demonstrated ability to be flexible, adaptable and work in a high demand environment
- Ability to make sound judgments and decisions; effective prioritizing and problem solving skills
- Understanding of and experience in working with families from diverse backgrounds
- Exceptional interpersonal, communication and conflict resolution skills
- Computer proficient – Microsoft Office
- High degree of independence and initiative within a team environment
- First Aid/CPR-C certificate required
- Ability to work some evenings, weekends and flexible schedule, as required
- Successful candidates will be required to provide a current and satisfactory Criminal Reference Check/Vulnerable Sector Search issued no later than six (6) months preceding your start date

**Competencies:**

*Commitment to Organization and Values:* Demonstrates and promotes a personal understanding of and appreciation for mission, vision, strategic outcomes and values of the YMCA of Greater Vancouver.

*Collaborative Leadership Skills:* Motivates and inspires self and others to take action to achieve excellence in services to children and families.

*Service Orientation:* Strives for excellence and thorough product knowledge of family centred programming and early childhood education, and child and youth growth and development.

*Coaching and Development:* Commits to assisting participants, volunteers, staff and self in continuous learning and development.

*Communication:* Communicates in a thorough, clear and timely manner.

*Judgment:* Ability to form an objective opinion, make a decision and take action where appropriate.

*Relationship Building and Collaboration:* Builds positive interactions both internally and externally to achieve work related goals. Works proactively to develop positive relations with participants, staff and volunteers and encourages personal growth. Listens attentively and communicates effectively to create an open communication environment among participants and staff.

**Application Process:** Internal applicants, please inform your Manager prior to application

**Internal Applicants:** Please apply [HERE](#)

**External Applicants:** Please apply [HERE](#)

**Application deadline:** **Until Filled**

*Thank you for your interest and application.  
Due to the high volume of applications received, only short-listed candidates will be contacted.*



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