



- Position:** Supervisor of Morley Child Care Centre
- Location:** 7355 Morley Street, Burnaby, BC V5E 2K1
- Hours:** 35 hours a week, with flexibility in schedule in order to supervise and coordinate all programs within.
- Wages:** Between \$23.27 hourly - \$27.95 hourly based on education and experience
- Benefits:** Eligibility for group benefits upon completion of probation
- Start Date:** January 10, 2019 or ASAP

**Job Summary:**

Burnaby Family Life requires a full time Centre Supervisor to manage the licensed child care programs at Morley Childcare Centres. Provide direct family centred support to parents and children in compliance with Child Care Licensing Regulations, BFL policies and procedures . Morley Childcare Centre Supervisor is responsible for the daily operations of the licensed Out-Of-School Care, 3 to 5 Child Care Program, and Preschool program.

**Required Job Competencies:**

**Relationships:** Builds and maintains positive and collaborative relationships with personnel and stakeholders

**Leaderships:** Identifies and encourages individual strengths in personnel and empowers them to bring out strengths in others

**Management:** Ensures that services are delivered effectively and efficiently according to policies, regulations as well as organizational and contractual requirements

**Learning:** Embraces and encourages lifelong personal and professional growth and development in self and in others

**Requirements:**

- Early Childhood Education License to practice
- I/T, Special needs licenses and experience with school age children are assets
- Food Safe Level 1 Certification
- Current Child Safe First Aid Certificate
- No criminal record
- Three year experience working in a multi-cultural licensed childcare centre with demonstrated leadership and/or supervisory responsibilities. Well-developed repertoire of child-centred teaching skills.
- Demonstrated supervisory, teamwork and leadership skills. Well-developed oral, written and interpersonal communication skills. Good organization, time and general management skills.
- Demonstrated ability to use Appreciative Inquiry

- A second language an asset.
- Well-developed ability to work independently with minimum supervision within a team environment.
- Must have a vehicle and valid driver's license.

**Application Deadline:** January 2, 2019 or until position is filled

Please forward your resume and cover letter to: Katalin Camara, Director of Operations at [kcamara@burnabyfamilylife.org](mailto:kcamara@burnabyfamilylife.org)

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[www.burnabyfamilylife.org](http://www.burnabyfamilylife.org)