



Dec 19<sup>th</sup>, 2017

**Internal/External Job Posting - #CH15-17-01**  
**PROGRAM MANAGER POSITION – TERM CERTAIN PART TIME**  
**GRENFELL SCHOOL AGE CHILD CARE PROGRAM**

**Collingwood Neighbourhood House – our mandate...**

To promote the well being of the Collingwood community by providing leadership and working collaboratively with individuals, families, agencies and other groups to develop and support inclusive, innovative, sustainable initiatives and services that respond to the community's social, educational, economic, health, cultural and recreational needs.

**The successful candidate will be able to:**

- Work with other team members to plan and implement a quality responsive curriculum for young children and develop healthy relationships and communicate effectively, with children, their families and colleagues.
- Apply contemporary early childhood practices in the development of a quality program within a team environment
- Demonstrate their understanding of and respect for the competency of young children
- Work within the ECEBC Code of Ethics
- Be engaged in exploring and implementing the goals of the BC Early Learning Framework
- Demonstrate ongoing professional development and commitment to continued learning

**Qualifications**

- School Age Child Care Certificate (or equivalent education) preferred with at least 3 years' experience in a supervisory position.
- Current First Aid certificate required
- Strong program planning, organizational, leadership and communication skills required
- Experience working with emotionally, behaviourally, intellectually and physically challenged children an asset.
- Ability to work within a multicultural environment
- Ability to work flexible hours and participate in activities with the children (i.e. swimming, skating, etc...)
- Preference is given to candidates who are members of the School Age professional association, SACCA.

**Wages and Benefits**

Salary: \$20.48-21.56 per hour  
Schedule: 31 hours per week - split shifts (AM/PM)  
Start Date: January 2018  
This position is covered by a Collective Agreement with CUPE Local 1936.

**Application process**

As per Collingwood Neighbourhood House's Human Resources Policies and Procedures, all factors being equal, first priority will be given to internal and local applicants.

**SUBMIT RESUMES BY: January 2<sup>nd</sup> 2018**  
**Please quote reference #CH15-17-01**

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**NO PHONE CALLS PLEASE. ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED**