



YMCA of Greater Vancouver

Bringing people together

Position Title: Manager, Early Childhood Programs
Child Care, Community Programs

Hiring Range: \$44,000 - \$54,000/year

Placement: March 1, 2012

Terms: Permanent Full-Time, hours vary

Reports To: General Manager, Child Care

Situation: For 125 years, the YMCA of Greater Vancouver has 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. The YMCA is about bringing people together, and whether the goal is better health, stronger families, or a greater sense of connection or belonging, together we make our community stronger. The YMCA of Greater Vancouver is one of the Lower Mainland's leading charities, with an operating budget of more than \$31 million, and provides services in health & fitness, child care, camping, employment & community services to over 95,000 participants annually.

Falling under the Community Programs umbrella, YMCA Child Care is the largest provider of licensed child care in Western Canada, serving over 2400 children between the ages of 6 weeks and 12 years at over 50 licensed child care facilities throughout the Greater Vancouver area.

Function:

Reporting directly to the General Manager of Child Care, the Manager of Early Childhood Programs will provide direct leadership, guidance and ongoing support to staff and volunteers who work with families and children aged 6 weeks to 5 years within Early Childhood Programs throughout the Lower Mainland. The Manager will directly oversee the operations of multiple early childhood programs and work with other YMCA branches and external agencies to ensure the delivery of quality programs that contribute to individual, family, and community well-being.

Major Responsibilities:

- Provide management and leadership to multiple union and non-union licensed child care programs, in adherence with applicable YMCA Policy and Procedures, Child Care Facility Licensing (CCFL) regulation, legal requirements and YMCA Playing to Learn curriculum standards.
- To enhance existing program standards and develop and implement new standards that builds upon the quality of YMCA Child Care programs and monitor to ensure that standards are consistently maintained.
- 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 terminating decisions) and provide leadership in orientation, career development and performance management of child care staff and volunteers.
- Ensure child care programs are integrated and delivered in conjunction with various community supports and resource agencies.
- To set up, manage and meet association commitments and targets with regards to annual operating plans and budgets, fundraising, YMCA Initiatives, 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, community agencies and service providers, schools, and ministry staff.
- Complete and submit grant proposals for funding.
- Provide leadership to and support the YMCA Strong Kids fundraising campaign.
- Provide strategic leadership as a member of the YMCA Child Care management team, fulfilling various responsibilities to support the Child Care operations as required

Qualifications:

- Minimum three (3) years progressive, results oriented, management experience, including direct supervisory experience of leading multiple staff and volunteer teams in both union and non-union child care, family, or community program settings
- Post Secondary Degree or Diploma in Early Childhood Education (including Infant/Toddler certification) required
- Strong knowledge and experience of emergent curriculum such as YMCA Playing to Learn with evidence of successful implementation and ongoing consistency within programs
- Minimum five (5) years experience working with children and families in multiple child care/family programs
- Strong knowledge of child growth and development, family relations and family-centered practices
- Experience in full cycle recruitment process including hiring and termination decisions
- Exceptional interpersonal, communication and conflict resolution skills
- Demonstrated ability to make sound judgments and decisions; effective prioritizing and problem solving skills
- Strong business writing skills, including experience with grant proposals and business plans
- Ability to be flexible, adaptable and multi-task in high demand environment
- Knowledge of local resources in the Greater Vancouver area and surrounding communities and neighborhoods an asset
- Computer proficient with proven experience of Microsoft Office
- Social Work, Child and Youth Care, Education, or Pediatric Nursing or equivalent combination of education and work experience an asset
- 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

Competencies:

In addition to bringing a commitment to YMCA vision and values, the candidate should possess the following competencies:

Commitment to Organization and Values: Effectively communicates the Association's mission, values, goals and strategic outcomes. Promotes the YMCA's fundraising efforts within and outside the Association.

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

Coaching and Development: Commits to assisting participants, volunteers and staff in continuous learning and development; shares knowledge and experience.

Service Orientation: Deliberately identifies and creates opportunities to enhance each and every person's YMCA experience, ensures service standards are followed and implemented.

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

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

Vision for Change Management: Ability to use experience and knowledge of children and families to recognize and capitalize growth opportunities. Ability to adapt and lead groups into new directions to meet changing community needs. Initiates and manages change to achieve the strategic outcomes of the Association.

Application Process:

Please apply online by clicking on the following link:

<https://sigmaselect.com/apply/positiondetails.aspx?positionid=192>

Application Deadline:

Please apply no later than **Tuesday February 7, 2012**. Consideration of applications will begin immediately.

Thank you for your interest and application.

Due to the high volume of applications received, only short-listed candidates will be contacted.