



YMCA

We build strong kids,
strong families, strong communities.

January 29, 2010

**** Employment Opportunity ****

Recruitment Manager

YMCA of Greater Vancouver: Child Care Division

Competition #: CC10-RM-2
Hiring Salary Range: \$42,000-\$52,000
Placement: March 1, 2010
Terms: Permanent Full-Time; 35 hours per week

Situation:

The YMCA of Greater Vancouver is one of the Lower Mainland's leading charities, with an operating budget of more than \$28 million and an aggressive capital development program. The YMCA provides services in membership, childcare, camping, literacy, employment and community services to over 50,000 participants annually.

The YMCA Child Care Division is the largest provider of licensed child care in the Lower Mainland, serving over 1500 children between the ages of 6 weeks and 12 years at over 50 licensed child care facilities throughout the Lower Mainland.

Nature & Scope:

The Recruitment Manager is responsible for the full-cycle recruitment process of staff and volunteers for the child care division. Reporting to the Senior Manager, this Recruitment Manager develops overall recruitment strategy and manages day-to-day recruitment procedures for the 50 licensed child care facilities throughout the Lower Mainland as well as Child Care Management and Administrative positions. The Recruitment Manager leads a team of two staff.

Major Responsibilities:

- To recruit for over 200 positions a year including: full-time, part-time and casual positions
- To perform all aspects of the full-cycle recruitment process, including:
 - Sourcing
 - Screening
 - Interviewing
 - Selection
 - Orientation
 - On boarding and Placement
 - Recognition & Retention
- To provide leadership to the Recruitment Team, consisting of two direct reports -- Coordinator: Recruitment & Literacy Programs and Recruitment Administrative Assistant
- To oversee the Child Care database and ensure that all human resource systems are kept accurate and up-to-date
- To research current job market and improve/create recruitment processes and strategies to meet changing needs.
- To develop/update systems to track and monitor vacancies and conduct exit interviews for statistical and planning purposes.

- Comply with all aspects of the recruitment process including insurance, policies and procedures, related employment laws, Child Care Licensing Regulation and collective agreement requirements.
- To ensure that staff documentation to meet regulatory and YMCA Human Resource policy is completed for all new hires
- Liaise with the child care sector/community and participate in career fairs
- Partner with managers and provide advice, guidance and support with regards to recruitment and other aspects of Human Resources

Qualifications:

- Post Secondary degree or diploma in human resources, social services and/or a combination of related education and work experience
- Experience/knowledge in principles of human resources and experience in identifying current recruitment strategies for recruiting large volumes of staff and volunteers
- Demonstrated verbal and written communication skills
- Excellent computer skills utilizing Microsoft Office, Internet and e-mail programs, and databases

Competencies:

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

Planning and Organizing: Establishes a clearly defined and effective course of action for self and others to accomplish short and long term work goals

Recruiting: Ability to identify recruiting needs, select sources and design recruiting advertisements

Flexibility: Ability to adjust to the changing demands of the job and the customer. Self-motivated and able to work well independently and in a team environment.

Interview Skills: Sound knowledge of behavioural-based interviewing, rapport building, probing and analysis of responses

Measurement and Monitoring: Continual review and evaluation against established success criteria.

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

Relationship Building and Collaboration: Builds positive interactions both internally and externally to achieve work related goals.

Creativity and Innovation: Develops new ways or adapts existing ideas to help achieve desired results.

Please apply in writing, with cover letter and resume, quoting competition #CC10-RM-2.

**Consideration of applications will begin immediately;
final submission deadline is 7:00 am on February 8, 2010.**

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