



Bob and Kay Ackles
YMCA Nanook House

**** YMCA Employment Opportunity ****

- Position Title:** Child Minder
- Location:** Bob & Kay Ackles YMCA Nanook House: Vancouver, BC
- Salary Range:**
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|-------------------|--------------|
| 0 - 519 hours | \$12.75/hour |
| 520 – 1099 hours | \$13.26/hour |
| 1100 – 2499 hours | \$13.67/hour |
| 2500 + hours | \$14.54/hour |
- Terms:** Part-Time/Casual: 2.5+ hours/week
- Shift:** Wednesday 5:00 – 7:30pm and Saturdays as needed/scheduled
- Placement:** Ongoing – until filled
- Reports To:** Community Programmer, Bob & Kay Ackles YMCA Nanook House
- 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. Located in the heart of East Vancouver’s Mount Pleasant neighbourhood, the Bob & Kay Ackles YMCA Nanook House is a vibrant community-serving centre that offers a supporting, caring haven for children & parents. Designed with a community-centred approach to helping vulnerable children & families, Nanook House provides both much needed quality community programs, as well as links to community services and resources. Complete with a community room & fully functional kitchen, Nanook House offers valuable community programs to the Mount Pleasant neighbourhood.
- Nature & Scope:** Under the direction of the centre’s Community Programmer, the Child Minder provides supervision and creative programming for children in a group setting (while parents remain on-site). The Child Minder works collaboratively with staff and volunteers to provide safe and fun activities to participants aged 0 - 10 years, scheduled as per operational needs.

Major Responsibilities:

- Interact directly with and supervise children while parents are involved in on-site seminars and workshops
- Facilitate, adapt and modify activities designed to meet the needs of children
- Provide quality customer service to Nanook House families, visitors and colleagues, maintaining positive interaction in effort to build meaningful relationships
- To release children only to those authorized by parent/guardian
- To maintain confidentiality of all information related to the children, their families, and staff
- To read, understand and follow all YMCA standards, policies, and procedures – ensuring they are maintained amongst the participants
- Ensure the safety of all members, staff, and property by following established practices and procedures
- To maintain a neat, orderly, and clean environment, including all program areas, common spaces, and washrooms.
- Accompany the Community Programmer and families on outings and leisure activities as required
- Set up and take down furniture and equipment for activities; maintain inventory of materials related to activities

Qualifications:

- Current First Aid Certificate required
- Experience working with children ages 2 - 10 years
- Demonstrate a high level of organizational and customer service skills
- Willingness to obtain Criminal Record Check and provide 3 References
- Additional courses and/or training related to child development an asset
- Experience working in a family setting, StrongStart or recreational setting an asset
- Experience working with vulnerable families an asset

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.

Creativity and Innovation: Develops new ways or adapts existing ideas to improve programs & service.

Service Attitude/Customer Focus: Identifies needs and wants of participants as priority, and responds in an effective and timely manner.

Service Orientation: Deliberately identifies and creates opportunities to enhance each and every person's YMCA experience.

Teamwork: Ability to work effectively with others to achieve optimal collective results.

Communication: Ability to speak, write, listen, and secure information in a variety of settings.

Outcomes Oriented: Ability to lead, manage, and achieve identified goals.

Application Process:

Please apply in writing, with cover letter & resume to:

Community Programmer, Bob & Kay Ackles YMCA Nanook House
e-mail: nanookrecruitment@vanymca.org (preferred)
fax: 604.872-7071

Application deadline: **Ongoing – until filled**

We thank you for your interest and application; however, due to the high volume of applications received, only short-listed candidates will be contacted.