



YMCA of Greater Vancouver
Bringing people together

** Employment Opportunity **

- Date Posted:** February 1, 2012
- Classification:** School Age Supervisor
Location: Homma YMCA Child Care Program: Richmond, BC
Category: Permanent Full-Time
Shift: 35 hours/week; Monday to Friday 7:00 – 9:00am & 2:30 – 6:00pm
+ administrative time
(Please note that the above shift times are fixed and not flexible)
- Salary:** \$17.00 per hour (plus complete benefits package)
Competition #: CC12-SAS-709-PFT
- Start Date:** February 20, 2012
- Reports To:** Manager, Middle Childhood Programs
- 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. One of the Lower Mainland's leading charities, the YMCA of Greater Vancouver has 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.
- YMCA Child Care, the largest provider of licensed child care in the Lower Mainland, serves over 2400 children between the ages of 6 weeks and 12 years at over 50 licensed facilities throughout the Greater Vancouver area.
- Nature & Scope:** Reporting directly to the Manager of Middle Childhood Programs, the School Age Supervisor works directly within the school age program facilitating activities for children aged 5 – 12 in a group setting. The School Age Supervisor also provides leadership to a team of School Age Assistants & Volunteers.
- Major Responsibilities:**
- To provide direct leadership of activities for children aged 5 – 12, including planning and implementing of a consistent child-centered program in accordance with YMCA standards and YMCA Healthy Child Development principles
 - To read, understand and follow all Provincial and YMCA requirements and standards
 - To directly supervise and provide leadership to a team of staff & volunteers, including training & orienting new hires, and on-going coaching and development of staff & volunteers
 - Completion of administrative responsibilities, including: registration, fee collection, petty cash, payroll and related tasks
 - To develop and maintain positive working relationships with key community stakeholders, families, staff and volunteers
 - Assist in delivering and facilitating child care trainings
 - To interact directly with the children and encourage interaction between children

- To create and maintain a positive atmosphere and build positive self-esteem and confidence in children
- To establish and maintain positive daily communication with parents
- To ensure that all safety and supervision standards are implemented and maintained according to licensing and YMCA requirements
- To maintain a neat, orderly, & clean environment, including all activity areas & washrooms
- To release children only to those authorized by parent/guardian, to ask for identification in order to ensure that the authorized pick-up has been verified
- To maintain confidentiality of all information related to the centre, the children, their families, and staff
- To maintain regular attendance, punctuality & be appropriately dressed/well groomed

Requirements:

- Minimum 1 year supervisory experience is desired
- Experience working with children in a child care/recreational setting
- Diplomas, certificates or other evidence of completed courses/training, of at least 20 hours duration in child-related study (i.e. child development, guidance, health and safety, or nutrition) preferred
- Current First Aid certificate required
- Completion of Grade 12
- BC Class 4 Driver's License and/or FoodSafe certification an asset
- Consent to Criminal Record Check and ability to provide 3 professional references
- Statement from a medical practitioner indicating adequate physical and psychological capability to work with children and carry out assigned duties

Competencies:

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

Leadership: Motivates and inspires self and others to take action to achieve desired outcomes.

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

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

Team Work: The ability to work effectively with others to achieve optimal results.

Product Knowledge: Thorough understanding of the components required in providing quality care.

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

Application Process:

Please apply online by clicking on the following link:

<https://sigmaselect.com/apply/positiondetails.aspx?positionid=195>

Application deadline: February 10, 2012

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

This position is open to male and female applicants.