



Hub Coordinator – Child Care

The Burnaby Neighbourhood House serves as a community focal point – a place where families and individuals can go to get support and services; a place where new immigrants become involved in their community and can find information and resources that will help them with their adaptation and integration into the community; where seniors and youth can gather; and where all these groups can come together in activities and events that aim to link generations and cultures and create a stronger community.

It seeks the involvement and input of community members in the development and implementation of supportive programs and services. It draws residents together to create a healthier community through their involvement.

We are currently seeking a Hub Coordinator who is responsible for overall operations of a cluster of 3 or more licensed child care and/or preschool programs.

Responsibilities:

Staff Management:

- With the Program Director maintain staffing levels including on-call staff
 - Interviewing potential candidates
- Orientation and training of new staff
- Staff training
 - With Program Supervisors identifies individual and staff team training needs
 - With Program Director keeps staff teams up to date with training opportunities available outside of BNH
- With Program Supervisors complete staff evaluations according to BNH schedule
- Process timesheets and submit to payroll department
- Manage vacation requests in accordance with BNH policies and 'blackout' times
- Schedule staff for hub centres
- Regular briefings and updates or program discussions with supervisors
- Monthly hub meetings
 - sets dates for monthly hub meetings
 - creates agenda with input from Program Supervisors
 - informs Program Director and Program Supervisors of meeting schedule
 - chairs meeting
- Attend monthly program staff meetings and support Program Supervisors in addressing program and staff issues
- Regular visits to hub centres to support staff and program
- Volunteers
 - Support Volunteer Coordinator in recruiting suitable volunteers
 - Train and place volunteers
 - Support staff teams with ongoing volunteer management

Our Mission is to make neighbourhoods better places to live.

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Program Quality Control:

- With the staff teams from hub centres works to understand and implement best practices in the field
- With the Program Supervisors develops and implements long and short-term goals for the program
- Reviews daily schedules and routines for each centre in hub and provides guidance and feedback to the supervisors
- Reviews snack menus and ensures they adhere to BNH food policies
- Ensures quality issues with program and equipment are taken care of
- With Program Supervisors complete program evaluations using Quest 2 according to BNH schedule
- Ensures monthly OHS and Safe Play Space inspections are done and any issues are dealt with in a timely manner
- Follows up on licensing issues and resolves them in a timely manner
- Follows up on all incident reports and makes changes if necessary
- Works with BSCD consultants to support staff teams to integrate children with extra support needs
- Twice yearly hub parent meetings
 - Set dates
 - books space with help from Administrative Supervisor
 - creates agenda with input from Program Supervisors and parents
 - distributes agenda
 - informs Program Supervisors and parents of meeting schedule
 - chairs meeting
- With Program Supervisors host 1 parent night event per hub centre
- With other Hub Coordinators and with input from Program Supervisors plan quarterly parent education nights
- Keep hub centres' daily sign-in/out logs up-to-date

Financial Management:

- Budgets
 - Work with Program Director to prepare child care budgets
 - Track budget monthly to ensure that spending is on track
 - Work with Program Supervisors to ensure they have a comfort level understanding budget
- Support to programs for petty cash, monitoring and reconciling monthly
- Issuing cheque requisitions to staff based on approved budget

Other:

- When necessary is the parent liaison
- Alternate attending monthly P.A.C. meetings for hub schools
- Other duties as required

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Qualifications:

1. Knowledge and awareness of issues surrounding diversity and multiculturalism.
2. Excellent interpersonal, organizational and communication skills.
3. Completion of the Leadership, Administration and Management (L.A.M.) program (or willingness to get within 3 months of hire date).
4. Completion of Early Childhood Educator Certificate, School-Aged Childcare Certificate, Recreation Leadership Diploma or Child and Youth Care Diploma (or equivalent).
5. 2-3 years experience providing care and mature guidance to school-aged and/or preschool children in a child care or recreational setting.
6. 1-2 years supervising and supporting staff.
7. Must be detail-oriented and accurate with an aptitude for working with numbers.
8. Excellent computer skills and experience. Knowledge of ACCESS, Word, Excel, desktop publisher.
9. Current 1st Aid and CPR certification.
10. Current criminal record check.
11. Documented compliance with BC's immunization and tuberculosis control programs.
12. Documentation of COVID-19 double vaccination.
13. Class 4 Driver's License an asset.
14. Current Level 1 Foodsafe certificate or Food Safety Certificate (<http://www.health.gov.bc.ca/protect/food-safety-module/files/home.htm>)
15. Healthy Eating in Child Care Setting Certificate (<https://learninghub.phsa.ca/Courses/6820/healthy-eating-in-the-childcare-setting-division-of-responsibility-model>)
16. Anaphylaxis in Child Care Setting Certificate (<http://www.allergyaware.ca/>)
17. High 5 – PHCD Certificate (<https://www.bcrpa.bc.ca/courses/high-five/>)
18. High 5 – Quest 2 Certificate (<https://www.bcrpa.bc.ca/courses/high-five/>)
19. Early Learning Framework Certificate (<http://ocr.openschool.bc.ca/course/index.php?categoryid=6>)
20. Connecting with Families Certificate (<http://ocr.openschool.bc.ca/course/index.php?categoryid=6>)
21. Experience in administration and management in a community based non-profit.
22. Foodsafe Level 1 (or equivalent).
23. Experience monitoring budgets.
24. Knowledge of Community Care Licensing regulations.
25. 2nd language an asset.

Direct Report:

Program Director

Hours of Work:

35 per week

Starting Wage:

\$22.00-\$23.34 (depending on experience), plus \$4.00 wage enhancement for those eligible. Upon successful completion of probation period, we offer 10 sick days per year, 2 weeks paid vacation,

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extended health benefits, RRSP benefits and professional development opportunities.

Please reply with resume and cover letter quoting the position you are applying for along with copies of relevant training certificates to:

Hiring Committee - Burnaby Neighbourhood House

Email: saras@burnabynh.ca

Closing date: Until Positions is Filled

Positions start: As Soon As Possible

Location: Burnaby

We thank all who apply however, only those candidates to be interviewed will be contacted. **No phone calls please.**

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