



## Child Care – Early Year’s Care Supervisor

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 an Early Year’s Care Supervisor who is responsible for the day-to-day operation of a licensed infant/toddler and 3-5 years centre.

### **Job Description:**

The Early Year’s Supervisor is responsible for overseeing, planning and implementation of one of BNH’s group child care centres.

### **General Duties and Responsibilities:**

1. Promotes Neighbourhood House program philosophy by ensuring programs have the opportunities to interconnect and achieve client integration across program areas.
2. To ensure all policies and procedures, as set by the board, are followed.
3. To ensure a quality program for participants, ensuring social, physical, creative, and emotional needs are being met in conjunction with the Hub Coordinator.
4. To ensure responsible management of budget.
5. To maintain records and guidelines in accordance with licensing regulations.
6. To provide initial orientation for new families.
7. To provide monthly statistics as required for agency and childcare branch.
8. Plan and implement open house with the Hub Coordinator.
9. Participate in community dinners and other BNH events as required.
10. To maintain positive relationships with other groups/programs at all site.
11. To address parent concerns.
12. Other tasks as required (participating in and/or conducting training sessions, conducting program evaluations, etc).

### **Qualifications:**

1. Knowledge and awareness of issues surrounding diversity and multiculturalism.
2. A high level of functional spoken and written English skills sufficient to ensure successful communication with staff, children and parents
3. Early Childhood Educator Certificate and valid license to practice.
4. Infant/toddler Certificate (preferred).
5. Administration & Management for Child Care (required within 6 months of hire date).  
(<https://bcearlyyearshub.ca/courses/administration-and-management-for-child-care/>)
6. 2-3 years experience providing care and mature guidance to children 0-5 years in a daycare.
7. 1-2 years supervising and supporting staff.
8. Current 1<sup>st</sup> Aid and CPR certification.

*Our Mission is to make neighbourhoods better places to live.*

9. Current criminal record check.
10. Documented compliance with BC's immunization and tuberculosis control programs.
11. Experience in administration and management in a community based non-profit.
12. Food Safety Certificate (<http://www.health.gov.bc.ca/protect/food-safety-module/files/home.htm>)
13. Healthy Eating in Child Care Setting Certificate (<https://learninghub.phsa.ca/Courses/6820/healthy-eating-in-the-childcare-setting-division-of-responsibility-model>)
14. Anaphylaxis in Child Care Setting Certificate (<http://www.allergyaware.ca/>)
15. Early Learning Framework Certificate (<https://www.bcrpa.bc.ca/courses/high-five/>)
16. Experience monitoring budgets.
17. Knowledge of Community Care Licensing regulations.
18. 2<sup>nd</sup> language an asset.
19. Class 4 driver's license and asset.

### **Hours of Work & Rate of Pay:**

Supervisors work 37.5 hours a week with part of their hours in direct program and the rest doing administrative work. Starting wage is \$22.04 for only ECE certificate or \$22.70 for ECE and IT certificate plus \$4/hr ECE wage enhancement. Upon successful completion of probation period, we offer 10 sick days per year, 2 weeks paid vacation, extended health benefits, RRSP benefits and professional development opportunities.

### **Accountability:**

The Early Year's Supervisor reports to and is supported by the Hub Coordinator.

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

Hiring Committee  
Burnaby Neighbourhood House  
Email: [saras@burnabynh.ca](mailto:saras@burnabynh.ca)

**Closing date:** Until posting is filled.

**Position start date:** 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.**

*Our Mission is to make neighbourhoods better places to live.*

4460 Beresford St. Burnaby, BC V5H 0B8 P: 604-431-0400 F: 604-431-9499 [info@burnabynh.ca](mailto:info@burnabynh.ca) [www.burnabynh.ca](http://www.burnabynh.ca)