

June 2024



JOB POSTING

Preschool Supervisor

Burnaby Neighbourhood House is a non-profit organization, offering a wide range of supportive programs and services that address the diverse needs of local residents. Located on the traditional, unceded territories of the Coast Salish Nations, we are a volunteer driven community-funded agency with a unique focus on neighbours supporting neighbours.

The Preschool Supervisor is responsible for planning and delivery of one or more SBNH preschool programs. The Supervisor reports directly to the Preschool Coordinator.

General Duties and Responsibilities:

- Promotes Neighbourhood House program philosophy by ensuring programs have the opportunities to interconnect and achieve client integration across program areas.
- To ensure all policies and procedures, as set by the board, are followed.
- To ensure a quality program for participants, ensuring social, physical, creative, and emotional needs are being met.
- To provide ongoing supervision and support for preschool assistants and volunteers.
- Purchase supplies and materials.
- To ensure responsible management of budget in consultation with Preschool Coordinator.
- To work with Preschool Coordinator to evaluate and modify program.
- To maintain records and guidelines in accordance with licensing regulations.
- Participate in community dinners and other SBNH events as required.
- To maintain positive relationships with other groups/programs at all site.
- To address parent concerns.
- Other tasks as required in cooperation with Preschool Coordinator.

Qualifications:

- Excellent interpersonal, organizational and communication skills.
- Completion of Early Childhood Educator Certificate and Valid License to Practice.
- 2-3 years' experience providing care and mature guidance to preschool children in a daycare or recreational setting.
- 1-2 years supervising and supporting staff.
- Administration & Management for Child Care (required within 6 months of hire date). (<https://bcearlyyearshub.ca/courses/administration-and-management-for-child-care/>)
- Current 1st Aid and CPR certification.
- Current criminal record check.
- Documented compliance with BC's immunization and tuberculosis control programs.

- Experience in administration and management in a community based non-profit.
- Food Safety Certificate (<http://www.health.gov.bc.ca/protect/food-safety-module/files/home.htm>)
- Healthy Eating in Child Care Setting Certificate (<https://learninghub.phsa.ca/Courses/6820/healthy-eating-in-the-childcare-setting-division-of-responsibility-model>)
- Anaphylaxis in Child Care Setting Certificate (<http://www.allergyaware.ca/>)
- Early Learning Framework Certificate (<https://www.bcrpa.bc.ca/courses/high-five/>)
- Experience monitoring budgets.
- Knowledge of Community Care Licensing regulations.
- 2nd language an asset.

Location: Clinton Neighbourhood Care

Accountability: This position reports to the Preschool Coordinator.

Hours & Pay Rate: 35 Hours per for a total of 40 weeks from Sept-June. There may be up to an additional 6 weeks in the summer program. Starting wage is \$22.04 for only ECE certificate or \$22.70 for ECE and SE certificate plus \$6/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.

Start Date: August 26, 2024

Deadline: August 5, 2024

To apply please Email resume and cover letter quoting the position you are applying for to:
 Hiring Committee
 Burnaby Neighbourhood House
 Email: saras@burnabynh.ca

Thank you for your interest in this position, however, only short-listed candidates will be contacted.
No phone calls please

The Burnaby Neighbourhood House is a charitable non-profit organization. We are a volunteer driven, community funded agency with a unique focus on neighbours supporting neighbours.