

June 2024



JOB POSTING

School Aged Childcare 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 SACC Supervisor is responsible for overseeing one small sized childcare centres and the planning and implementation of SBNH's before and after school child care programs.

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 centre staff and volunteers.
- To ensure responsible management of budget in consultation with the Childcare Manager.
- To work with parents and other service providers to evaluate and modify programs.
- To maintain records and guidelines in accordance with licensing regulations.
- To provide initial orientation for new families.
- To provide monthly statistics as required for agency and childcare branch.
- Plan and implement school break camps.
- Participate in community dinners and other SBNH events as required.
- Liaise with school and community staff.
- To maintain positive relationships with other groups/programs.
- To address parent concerns.
- Other tasks as required (participating in and/or conducting training, conducting program evaluations, etc.) in cooperation with the Childcare Manager.

Qualifications:

- Knowledge and awareness of issues surrounding diversity and multiculturalism.
- Excellent interpersonal, organizational and communication skills.
- Completion of Early Childhood Educator Certificate, School-Aged Childcare Certificate, Recreation Leadership Diploma or Child and Youth Care Diploma.
- 2-3 years' experience providing care and mature guidance to 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: Douglas Road Neighbourhood Care

Accountability: This position reports to the SACC Coordinator.

Hours & Pay Rate: 35 Hours per week & 40 during school breaks. Due to the age group we work with, daily split shifts are required. Starting wage is \$21.40 plus \$6.00 ECE wage enhancement for those who qualify. 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: As soon as possible

Deadline: Until the position is filled

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.