



Employment Opportunity - School Aged Childcare Supervisor **Maternity Leave Contract**

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 Coordinator.
- 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 BNH 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 Coordinator.
- Leads and evaluates staff team
- Takes an active role in professional development for self and staff team
- In consultation with staff team establishes a program which meets the individual needs of the children
- Takes an active, hands on role in all areas of the children's program

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BELONG

SOUTH HOUSE: 4460 Beresford St. Burnaby, BC V5H 0B8

P: 604-431-0400

info@burnabynh.ca

NORTH HOUSE: 4908 Hastings St. Burnaby, BC V5B 1P6

P: 604-294-5444

northinfo@burnabynh.ca

www.burnabynh.ca



- In consultation with the hub coordinator develops and implements long and short-term goals for the program
- With staff team assists children in developing positive self-concepts and healthy problem-solving skills
- With the hub coordinator and staff team works to understand and implement best practices in the field
- In collaboration with the hub coordinator initiates referrals for additional services (BSCD, etc.)
- Ensures the physical and emotional environments are safe and positive places for children
- Keeps staff team up-to-date on children's unique needs particularly concerning allergies, medical, custodial agreements, etc.
- Ensures staff understand the philosophies and goals of the program and comply with all BNH policies and procedures
- Ensures all staff understand and adhere to licensing regulations
- Ensures the daily program is reflective of the children attending, promotes sound nutritional principles, and allows for development in all areas (physical, emotional, etc.)
- Demonstrates leadership qualities and role models' best practices for staff
- Assists hub coordinator in leading monthly staff meetings
- Ensures the "daily communications" book is available to all staff and is being used for appropriate messages and information
- With hub coordinator ensures all licensing regulations are adhered and the centre is maintained in a clean and orderly fashion
- Assists hub coordinator in sharing information with staff and keeping them up-to-date with the larger organization
- Assists hub coordinator with new staff orientation
- Assists hub coordinator in regular supervision and goal setting meetings with staff
- Keeps staff up-to-date on professional development opportunities
- Assists hub coordinator in keeping school community up-to-date on BNH programs
- Supports hub coordinator in the planning and delivery of family nights and parent workshops
- Supports staff in communicating regularly with parents and keeps them up-to-date with their child's development and wellbeing and ensures communication is open, respectful and confidential
- Ensures all parents receive an orientation to the centre and the Parent Manual

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BRENTWOOD: 2055 Rosser Ave. Burnaby, BC V5C 5Y1

P: 604-299-5778

info@bbyeservices.ca



- Addresses parental concerns according to centre policy
- Acts as a resource person to parents by being aware of community resources
- Connects centre families with other BNH programs and events
- In collaboration with the hub coordinator ensures accurate records of enrolment are kept
- Ensures all children's files are kept up-to-date and any changes are conveyed to the staff team in a timely manner
- Assists the hub coordinator in maintaining an accurate inventory of equipment and program supplies
- Maintains a current enrollment list
- Ensures parent bulletin board is maintained
- In collaboration with staff team ensures volunteers feel welcomed and part of the team
- In collaboration with staff team ensures volunteers needs are being met and they are provided with opportunities to integrate their skills and talents into the program

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.
- Completion of Leadership, Administration and Management in Child Care (must obtain within 3 months of hiring).
- Healthy Eating in Child Care Setting Certificate. <https://learninghub.phsa.ca/Courses/6820/healthy-eating-in-the-childcare-setting-division-of-responsibility-model>
- Caring About Food Safety Certificate. <https://media.openschool.bc.ca/assets/cafs/mainpage/home.html>
- Anaphylaxis in Child Care Setting Certificate. <https://www.allergyaware.ca/courses/>
- Early Learning Framework Certificate. <https://mytrainingbc.ca/ELF/>
- The Foundations of Inclusive Child Care <https://bcearlyyearshub.ca/available-courses/>
- 2-3 years' experience providing care and mature guidance to school-aged children in a daycare or recreational setting.
- 1-2 years supervising and supporting staff.
- Current First Aid and CPR certification.
- Current criminal record check.

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- Documented compliance with BC's immunization and tuberculosis control programs.
- Experience in administration and management in a community-based non-profit.
- Class 4 Driver's License an asset.
- Food Safe Level 1 an asset.
- Experience monitoring budgets.
- Knowledge of Community Care Licensing regulations.
- Second language an asset.

Location: Burnaby

Centre: Maywood Neighbourhood Care

Accountability: This position reports to the School Age Child Care Coordinator.

Hours & Pay Rate: 35 hours per regular week and 40 during school breaks. Due to the age group we work with, daily split shifts are required. Starting wage is \$23.39 for Responsible Adult certificate or ECEA license, \$23.89 for ECE license plus \$6.00 ECEWE if eligible. 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 31, 2026

End Date: September 10 2026 with the possibility of a permanent position if current supervisor does not return.

Application Deadline July 10, 2026

To apply please email resume and certificates

to: Burnaby Neighbourhood House Hiring Committee saras@burnabynh.ca

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

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