



4845 Imperial Street
Burnaby, B.C., V5J 1C5
604-431-0400 Fax 604-431-9499
www.sbnh.ca

Child Care - Preschool Supervisor

Job Description:

The Preschool Supervisor is responsible for overseeing, planning and implementation of one of BNH's 3 preschool 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 in conjunction with the Child Care Manager.
- To ensure responsible management of budget in consultation with Preschool Manager.
- 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 open house with the Preschool Manager.
- Participate in community dinners and other BNH events as required.
- To maintain positive relationships with other groups/programs at all site.
- To address parent concerns.
- 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. Excellent interpersonal, organizational and communication skills.
3. Completion of Early Childhood Educator Certificate and valid license to practice.
4. 2-3 years experience providing care and mature guidance to preschool children in a daycare or recreational setting.
5. 1-2 years supervising and supporting staff.
6. Current 1st Aid and CPR certification.
7. Current criminal record check.
8. Documented compliance with BC's immunization and tuberculosis control programs.
9. Experience in administration and management in a community based non-profit.
10. Foodsafe Level 1.
11. Experience monitoring budgets.
12. Knowledge of Community Care Licensing regulations.
13. 2nd language an asset.
14. Class 4 drivers license and asset.

Hours of Work:

Supervisors work 28.5-35 hours during a typical work week for a total of 40 weeks from Sept-June. Starting wage is \$18.10 with benefits after 3 months. 4% holiday pay will be added to pay for first year, after this time employees are eligible for 2 weeks paid holidays.

Accountability:

The Preschool Supervisor reports to and is supported by the Preschool Coordinator.

Accountability:

The supervisor reports directly to the Childcare Manager and Preschool Coordinator.

Please reply with a resume and cover letter (quoting the position you are applying for) to:

Program Director
South Burnaby Neighbourhood House
4845 Imperial Street, Burnaby, BC, V5J 1C5
Fax: 604 431-9499 Email: saras@burnabynh.ca

Closing date: July 21, 2014