



4845 Imperial Street  
Burnaby, B.C., V5J 1C5  
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www.sbnh.ca

## **School Aged Child Care- Centre Coordinator**

### **Job Description:**

The School Aged Child Care Centre (SACC) Coordinator is responsible for overseeing, planning and implementation of one of BNH's 9 before and after school child care programs.

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

- Promotes Neighbourhood House 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 in each of the centres supervised.
- 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 Childcare 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 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 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, School-Aged Childcare Certificate, Recreation Leadership Diploma or Child and Youth Care Diploma, or completion of a combination of courses, in child development, guidance, health and safety, nutrition and leadership.
4. 2-3 years experience providing care and mature guidance to school-aged children in a daycare or recreational setting.
5. 1-2 years supervising and supporting staff.
6. Current 1<sup>st</sup> 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. Class 4 Driver's License (or must obtain within 3 months of hire date).
11. Foodsafe Level 1.
12. Experience monitoring budgets.
13. Knowledge of Community Care Licensing regulations.
14. 2<sup>nd</sup> language an asset.

**Hours of Work:**

Coordinators work 35 hours during a typical work week, and 40 hours during school holidays. Due to the age group we work with, some split shifts are required. Starting wage \$19.55 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. ***This is a one year maternity leave coverage that may lead into a permanent position.***

**Accountability:**

The coordinators reports directly to the Childcare Manager.

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](mailto:saras@burnabynh.ca)

**Closing date: July 21, 2014**