



100-4460 Beresford Street
Burnaby, B.C., V5H 0B8
604-431-0400 Fax 604-431-9499
www.burnabynh.ca

Supervisor - School Aged Childcare

Job Description:

The SACC Supervisor is responsible for overseeing one small sized childcare centres and the planning and implementation of BNH'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, support and mentoring 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 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 Childcare Manager.

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, Leadership, Administration and Management in Child Care Certificate, Recreation Leadership Diploma or Child and Youth Care Diploma.
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 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. Class 4 Driver's License (or must obtain within 4 months of hire date).
11. Foodsafe Level 1(or must obtain within 1 month of hire date).
12. Experience monitoring budgets.
13. Knowledge of Community Care Licensing regulations.
14. 2nd language an asset.

Hours of Work:

Supervisors work 35 hours during a typical work week, and 40 hours during school holidays. Due to the age group we work with, split shifts are required. Starting wage \$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 supervisor reports directly to the Childcare Manager.

Please reply with resume and cover letter to:

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

Closing date: November 28, 2014