



Program Supervisor – Child Care

The Burnaby Neighbourhood House serves as a community focal point – a place where families and individuals can go to get support and services; a place where new immigrants become involved in their community and can find information and resources that will help them with their adaptation and integration into the community; where seniors and youth can gather; and where all these groups can come together in activities and events that aim to link generations and cultures and create a stronger community.

It seeks the involvement and input of community members in the development and implementation of supportive programs and services. It draws residents together to create a healthier community through their involvement.

We are currently seeking a School Age Child Care Site Supervisor who is responsible for the day-to-day operation of a licensed out of school centre.

Responsibilities:

- 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
- 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 organizes the intake and orientation of new children
- 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

Our Mission is to make neighbourhoods better places to live.

4460 Beresford St. Burnaby, BC V5H 0B8 P: 604-431-0400 F: 604-431-9499 info@burnabynh.ca www.burnabynh.ca



- 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
- 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 enrollment 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
- Other duties as required

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 an asset.
11. Foodsafe Level 1(or must obtain within 1 month of hire date).
12. Experience monitoring budgets.
13. Knowledge of Community Care Licensing regulations.

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Direct Report:

Hub Coordinator

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, daily 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.

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

Program Director

100-4460 Beresford Street, Burnaby, V5H 0B8

Fax: 604 431-9499 Email: saras@burnabynh.ca

Closing date: January 18, 2016

Positions start: As soon as possible

This position is open to male and female applicants and we thank all who apply. However, only those candidates to be interviewed will be contacted. **No phone calls please.**

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