



YMCA of Greater Vancouver
Bringing people together

**** Employment Opportunity ****

Date Posted: January 17, 2012

Classification: Senior Early Childhood Educator

Location: Little Pilots YMCA Child Care Program: Richmond, BC

Category: Permanent Full-Time

Shift: 35 hours/week; Monday to Friday, shifts varying between 7:30am – 6:00pm

Salary: \$21.16 per hour (plus complete benefits package)

Competition #: CC12-SECE-605-PFT

Start Date: As soon as possible

Reports To: Manager, Early Childhood Programs

Situation: For 125 years, the YMCA of Greater Vancouver has been part of the community, a place where people of every age and background find the support they need to grow in spirit, mind and body. The YMCA is about bringing people together, and whether the goal is better health, stronger families, or a greater sense of connection or belonging, together we make our community stronger. The YMCA of Greater Vancouver is one of the Lower Mainland's leading charities, with an operating budget of more than \$31 million, and provides services in health & fitness, child care, camping, employment & community services to over 95,000 participants annually.

The YMCA Child Care, the largest provider of licensed child care in the Lower Mainland, serves over 2400 children between the ages of 6 weeks and 12 years at over 50 licensed child care facilities throughout the Greater Vancouver area.

Nature & Scope: Under the direction of the Manager, the Senior Early Childhood Educator will work directly within the early childhood program, managing the daily operation and delivery of child care services, along with providing care and creative programming for children in a group setting.

Major Responsibilities:

- Directly supervise and provide leadership to a team of Early Childhood Educators, other staff members and volunteers, within YMCA guidelines and CCFL licensing requirements
- To read, understand and follow all YMCA, Child Care Facility Licensing (CCFL) and legal requirements, including YMCA Playing to Learn curriculum standards
- To provide leadership to the team in delivery of high quality and age appropriate programs based on the YMCA Playing to Learn curriculum
- To facilitate the planning and implementation of a consistent child centered program in accordance with YMCA standards

- To maintain and complete administrative tasks in an accurate manner and within prescribed timelines, including (but not limited to) staff scheduling, incident reports, files, inventory, supply ordering
- To maintain/increase/sustain enrolment at approved capacities.
- To establish and maintain positive daily communication and interaction with families, providing quality customer service and building meaningful relationships
- To develop and maintain positive working relationships with staff, volunteers and key community stakeholders
- To provide leadership and work with centre staff and volunteers to maintain a well-organized, safe and clean environment, including all activity and program areas, common spaces, and washrooms
- To set an example for professional appearance and conduct and maintain those standards among the staff team
- To interact directly with the children, providing quality care and creative programming
- To ensure that all safety and supervision standards are implemented and maintained according to licensing and YMCA requirements
- To release children only to those authorized by parent/guardian, to ask for identification in order to ensure that the authorized pick-up has been verified
- To maintain confidentiality of all information related to the centre, the children, their families, and staff
- To attend all YMCA Playing to Learn professional development sessions and other training, as scheduled

Requirements:

- **Early Childhood Educator License to Practice required**
- One to three years of supervisory experience
- High level of organizational and customer service skills
- Infant/Toddler and/or Special Needs License to Practice an asset
- Diplomas, certificates or other evidence of training related to child growth/development
- Experience working with children in a child care/recreational setting
- Current First Aid certificate
- Consent to Criminal Record Check and ability to provide 3 professional references
- Statement from a medical practitioner indicating adequate physical and psychological capability to work with children and carry out assigned duties

Competencies:

In addition to bringing a commitment to YMCA vision and values, and an orientation to service, the candidate should possess the following competencies:

Commitment to Organization and Values: Demonstrates and promotes a personal understanding of and appreciation for the mission, vision, outcomes and values of the YMCA.

Leadership: Motivates and inspires self and others to take action to achieve desired outcomes.

Communication: Communicates in a thorough, clear and timely manner.

Creativity and Innovation: Develops new ways or adapts existing ideas to improve programs and service.

Team Work: The ability to work effectively with others to achieve optimal results.

Product Knowledge: Thorough understanding of the components required in providing quality care.

Application Process:

Please apply online by clicking on the following link:

<https://sigmaselect.com/apply/positiondetails.aspx?positionid=186>

Application deadline: **January 26, 2012**

This position is open to male and female applicants.

We thank you for your interest and application; however, due to the high volume of applications received, only short-listed candidates will be contacted.