



**February 21, 2024**

**Child Care Supervisor  
Westhills YMCA-YWCA Child Care Centre (Langford)**

**Vacancies:** 1

**Position:** Permanent Full-Time

**Placement:** March 2024

**Salary:** \$28.00 - \$29.00 per hour (depending on qualifications and experience)

- *Please note – This position is eligible for an additional \$6.00 per hour provided via the BC ECE Wage Enhancement Program.*

**Hours:** 40 hours per week

**Nature and Scope:**

Reporting to the Manager, Child Care and Employment Services, the Child Care Supervisor will work directly within the early childhood program, managing daily operation and delivery of high quality child care services, along with providing direct care and creative programming for children in a group setting. The Child Care Supervisor provides leadership consistent with the philosophy of YMCA Playing to Learn curriculum (play-based, emergent curriculum – training provided) and models best practices in child care and team collaboration. The standard work week is Monday to Friday, typically between the hours of 7:30am and 5:15pm (hours worked will vary, and will reflect the needs of the childcare centre; the ability to work a flexible schedule is a requirement). This position works approximately 80% of the time in ratio, in direct program delivery and 20% of the time completing administrative and supervisory tasks. The Westhills YMCA-YWCA Child Care offers licensed care for 36 toddlers and preschool-aged children.

**Benefit Eligibility:**

This permanent full-time position is entitled to a YMCA-YWCA individual membership, and a cost-shared benefits and pension package (after completion of the probationary period – as applicable) which includes:

- Health Care, Drug Plan, Dental, Vision, EAP
- Extended Health Care, Life Insurance, Long Term Disability and AD&D
- YMCA Canada Pension Plan (eligible after one year)
- Vacation Entitlement: 22 days per year
- Professional Development opportunities and
- Other employee benefits are outlined in the Personnel Policies.

**Responsibilities:**

- Directly supervise and provide leadership to a team of Early Childhood Educators and volunteers, within YMCA-YWCA guidelines and CCFL licensing requirements
- Facilitate the planning, implementation and delivery of high quality and age-appropriate programs based on the YMCA Playing to Learn curriculum

- To maintain and complete administrative tasks in an accurate manner and within prescribed timelines, including staff scheduling, incident reports, files, inventory, supply ordering
- 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 staff and volunteers to maintain a well-organized, safe and clean environment, including all activity and program areas, common spaces, and washrooms
- 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

**Qualifications:**

- Early Childhood Educator License to Practice required
  - Infant/Toddler Educator License to Practice preferred; Special Needs License to Practice an asset
  - Minimum 2 years' supervisory experience, preferably in a charity/not-for-profit environment, solid understanding of Child Care Facility Licensing and legal requirements
  - Demonstrated achievement in working effectively with staff, children, families, and the community
  - Strong written and verbal communication skills, as well as effective organizational abilities
  - Current Standard First Aid and CPR C required
  - A clear Ministry of Justice Criminal Record Check with Vulnerable Sector Screening required
  - A clear Police/RCMP Criminal Record Check with Vulnerable Sector Screening required\*
- \*Note: Cost reimbursed after successful completion of the probationary period.

**To Apply:** Please send a cover letter and resume to:

Human Resources  
YMCA-YWCA of Vancouver Island  
**Email:** hr@vancouverislandy.ca

**Please Note:**

1. **Application Deadline:** This posting will close March 5, 2024.
2. **Please indicate in your cover letter how you heard about this position.**
3. **We thank all applicants, but only short-listed candidates will be contacted.**

*The YMCA-YWCA of Vancouver Island is an equal opportunity employer, and is committed to creating an inclusive, accessible environment where all members of our community feel valued, respected, and supported. We encourage applications from the diverse communities in which we live and serve, including but not limited to people of colour, Indigenous people, persons with disabilities, and persons of any sexual orientation or gender identity.*