



August 12, 2022

Manager, Child Care Services

Office Location: Association Services, Westhills YMCA-YWCA (Langford, BC)

Classification: Permanent Full-Time*

Placement: September 2022 (Negotiable)

Hours: 35 hours per week*

Salary Range: \$62,000 - \$72,000/year

**Please note: Applications from highly qualified individuals seeking a shorter work week will be considered.*

Nature and Scope:

Reporting to the Director of Operations (Community Programs), the Manager of Child Care Services has oversight responsibility for our two licensed child care centres and will support continued development in this area. Working closely with the Child Care Supervisors at each location, the Manager ensures that staff and volunteers are well-trained and highly effective in the delivery of services to children and families. This position focuses largely on supporting and developing staff and volunteers - many of whom are at the early stages of their careers. We are seeking an individual with strong values and an entrepreneurial attitude, bringing energy and enthusiasm to their work while maintaining high standards for themselves and others. As part of the management group, there will also be opportunities to contribute toward organization-wide projects and initiatives.

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

- Health Care, Drug Plan, Dental, Vision, EAP
- Extended Health Care
- Life Insurance
- YMCA Canada Pension Plan (eligible after one year)
- Vacation Entitlement: 22 days per year

Responsibilities:

- To facilitate the planning and implementation of consistent child-centered programs, at all sites, in accordance with YMCA-YWCA and CCFL standards, following a play-based curriculum/philosophy.
- Ensure all programs and sites adhere to the Association's Health and Safety policies and procedures.
- To provide leadership, serve as a role model, and supervise staff and volunteers.
- Recruit, select and manage the performance of staff and volunteers, working in collaboration with on-site Child Care Supervisors, to build a highly effective team.

- To manage the financial aspects of all related programs, ensuring that budget targets are met.
- Represent the Association and the Child Care programs in the community as assigned.
- Provide leadership to the Child Care department's portion of the Strong Kids Campaign, which raises funds to support all Y programs and services.
- Other related duties as assigned.

Qualifications:

- University degree or college diploma in a related field, or a combination of relevant experience and education
- Current Early Childhood Educator or Infant Toddler Educator Licence to Practice in BC certification are considered a strong asset
- Preferred experience: minimum 4 years of supervisory experience in the child care services / community services field; experience supervising licensed child care programs is a valued asset
 - Significant experience managing multiple childcare sites (or related) is an asset
- Well-developed interpersonal skills and ability to establish rapport with our diverse families, staff, volunteers, community stakeholders and partners
- Ability to work in a socially inclusive environment, respond with sensitivity and personal awareness to diverse needs
- Excellent leadership skills and initiative
- Current Standard First Aid and CPR-C required (within 30 days of hire)
- 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
- Must provide confirmation of full COVID-19 vaccination

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

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

Please Note:

1. ***Short-listing will begin Monday, August 29, 2022. Applications will be accepted until the position has been filled.***
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.