West Point Grey Community Centre

Preschool Supervisor

West Point Grey Community Centre Association is looking for an energetic, enthusiastic and responsible individual to join the West Point Grey Preschool team. WPG's preschool's philosophy focuses on learning through play, project-based learning, and connecting to nature.

Nature & Scope:

This full-time Preschool Supervisor will work directly within the preschool program managing the daily operations and delivery at West Point Grey Preschool, along with providing care and creative programming for children in a group setting. The licensed preschool runs Monday to Friday mornings with administrative work.

Key Responsibilities:

The ideal candidate will demonstrate and be responsible for, but not limited to:

- Directly supervise and provide leadership to the team of Early Childhood Educators/Assistants.
- Organize, plan, implement, facilitate, and lead daily preschool activities, special events, field trips, and open houses; play a part in the development of the preschool curriculum.
- Establish and maintain positive daily communication and interaction with families; provide quality customer service and build meaningful relationships with children and families.
- Develop and maintain positive working relationships with staff, key community stakeholders, and licensing officer.
- Ensure all safety and supervision standards are implemented and maintained; adhere to all guidelines and policies as outlined in BC Child Care Licensing Regulations and the Community Care and Assisted Living Act.
- Maintain and completing administrative tasks in an accurate manner and within prescribed timelines, including (but not limited to) reports, files, inventory, supply ordering, financial planning, human resources, marketing initiatives, grant writing.
- Other duties as assigned by facility.

Qualifications, Education & Experience:

- Must be 19 years of age and eligible to work in Canada.
- Valid Early Childhood Educator License.
- Minimum 3 years of teaching and supervisory/management experience working with preschool aged children in a licensed childcare setting.
- Solid knowledge and practice of the BC Early Learning Framework and Child Care Licensing Regulations.
- Valid Emergency Child Care First Aid & CPR/AED Level B certificate.
- A satisfactory Criminal Reference Check/Vulnerable Sector search is required.

Job Details:

- **Terms:** Full-time, permanent
- **Hours of Work:** 35hrs/week (Monday – Friday; 8:00am – 3:30pm)
- **Salary:** $30.60/hour inclusive of 4% vacation pay (+$6 Wage Enhancement per hour if eligible)
- **Location:** West Point Grey Community Centre (4397 West 2nd Avenue, Vancouver, BC)
- **Expected Start Date:** November 23, 2026.
- **Reports To:** Recreation Programmer II, Preschool, Children & Youth

Please forward your cover letter and resume via email or in person, indicating the position you are applying for by

Sunday, November 8 at 5:00pm to:
West Point Gery Community Centre
Attention: Alex Ngai, Recreation Programmer
4397 West 2nd Avenue, Vancouver BC, V6R 1K4
alex.ngai@vancouver.ca
Subject Line: Preschool Supervisor Application

We thank all applicants for applying but only short-listed candidates will be contacted.