



YMCA of Hamilton/Burlington/Brantford

Ryerson Height's YMCA Child Care Supervisor

Salary Range: Level 6

Position Status: Permanent Full Time

Placement: September 2018

Location: Brantford

Nature & Scope:

This full-time position reports to a Preschool Child Care Manager. The Supervisor will provide leadership in the marketing, set-up and day-to-day operational activities including the recruitment, management and supervision of a staff team.

The ideal applicant will provide leadership and stability in the development and direct delivery of program, as well as being an energetic, dedicated and enthusiastic E.C.E. professional able to exercise sensitivity and maturity in dealing with both children and adults.

Incumbents must have their own transportation and have excellent interpersonal skills and an understanding and appreciation for the delivery of high quality child care services.

Responsibilities:

- Direct supervision, recruitment and performance management of a staff team
- Co-ordinates and establishes staff schedules
- Development and management a centre budget
- Operates the centre within established YMCA Child Behaviour Management Guidelines and the Child Care and Early Years Act
- Liaise with parents of children and staff
- Create a Parent Advisory Committee and Chair monthly meetings
- Implement Playing to Learn curriculum
- Marketing and recruitment of participants
- Actively participate in Association initiatives involving the Annual Giving Program and other educational and promotional initiatives of the Association

Qualifications:

- Early Childhood Education Diploma
- Registered with the College of ECE
- Current Standard First Aid and Infant/Child CPR certification (Level C)
- Strong interpersonal communication skills including written and verbal
- Appreciates and supports the YMCA's Mission, Vision, and Values
- Basic computer skills in Microsoft Word and Excel
- Previous YMCA experience is an asset
- Strong interpersonal communication skills including written and verbal

Organizational Overview:

As one of the largest charitable community service organizations in Canada, the YMCA of Hamilton/Burlington/Brantford responds to critical social needs in the community and works to provide solutions. By nurturing the potential of children, youth and adults, the YMCA connects people to life-building opportunities, to each other and enhances their quality of life. We foster social responsibility and healthy living. The YMCA works collectively with community partners that share the YMCA's determination in strengthening the foundations of community for all people

This position requires a commitment to the YMCA mission and core values of: Responsibility, Honesty, Caring, and Respect, as well as, a commitment to building developmental assets in children and adults. All offers of employment will be subject to the provision that the successful incumbent provides the YMCA of Hamilton/Burlington/Brantford with a current and satisfactory Police Records Check. Positions responsible for the direct supervision of children and/or vulnerable persons will be required, in addition to a Police Records Check, to provide a Vulnerable Sector Screening Report at the time of hire.

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communities*



- Strong understanding and ability to articulate and implement the YMCA Playing to Learn curriculum
- A minimum of 2 to 5 years supervisory experience in a child care setting
- Experience in recruitment, hiring, performance management and training of staff
- Experience in developing and managing a budget
- Previous YMCA experience is an asset

Competencies:

Child & Youth Focused

Commit to assisting growth and development among children and youth.

Commitment to Organization Vision and Values

Demonstrates and promotes a personal understanding of and appreciation for the Mission, Vision, strategic outcomes and values of the YMCA.

Coaching & Development

Commits to assisting participants, volunteers, staff and self in continuous learning and self-development.

Quality Focus

Ensures that YMCA programs and services are superior

Team Work

Actively builds teams and encourages open relationships for maximum organizational effectiveness.

Creativity and Innovation

Develops new ways or adapts existing needs to help us achieve desired results. Challenge the status quo to discover more effective ways of performing.

Internal Applicants:

The YMCA of Hamilton/Burlington/Brantford encourages employees within the Association, as well as those employed within the Canadian YMCA/YMCA-YWCA Federation to submit their application.

Please note that in so doing, the YMCA of Hamilton/Burlington/Brantford reserves the right to contact the applicable YMCA or YMCA-YWCA for purposes of seeking an employment reference throughout the recruitment process.

Please ensure that prior to submitting your application that you have disclosed to your current supervisor, your intention to submit your application. By submitting your application, you understand and agree to allow the YMCA of Hamilton/Burlington/Brantford to contact your current Association.

Accessibility:

The YMCA of Hamilton/Burlington/Brantford is committed to creating an inclusive environment that accommodates all individuals, including those with disabilities. We support the goals of the *Accessibility for Ontarians with Disabilities Act (AODA)* and have established policies, procedures and practices which adhere to the accessibility standards set out in the AODA. Should you require any accommodation throughout the recruitment process please do not hesitate contacting our Human Resources Department.

The YMCA of Hamilton/Burlington/Brantford is an equal opportunity employer.

If you are interested in this position, please submit your letter of application and resume to:

Email:

maria.timpener@ymcahbb.ca

Maria Timpener, Manager
Brantford Preschool Child Care

We thank all applicants, however, only those considered for an interview will be contacted.

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