



YMCA of Greater Vancouver Employment Opportunity

Date Posted: January 3, 2019

Position Title: Supervisor – Child, Youth and Family Programs

Location: Langara Family YMCA, Vancouver, B.C.

Terms: Permanent Full Time: 35 hours per week

Shift: Shifts will vary, schedule will need to be flexible and include evenings, and weekends.

Salary: \$35,000 - \$43,000

Start Date: February 2019

Reports To: General Manager, Langara Family YMCA

Situation:

The YMCA of Greater Vancouver is a charity dedicated to strengthening the foundations of community, by nurturing the potential of children, teens & young adults, promoting healthy lifestyles, fostering a sense of social responsibility and delivering lasting personal & social change. We are building a community in which a generation of children and families reach their full potential. Our values guide our decision-making and behaviour—we do the right thing, put people first, keep our promises and lead by example.

For over 130 years, we have 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. One of the Lower Mainland's leading charities, the YMCA of Greater Vancouver provides services in health, fitness & aquatics, child care, camping, employment & community services to over 120,000 participants annually.

Nature & Scope:

The Supervisor will supervise all aspects of the Child, Youth and Family programming, while working closely with other Langara Family YMCA staff and volunteers to ensure the delivery of programs and services that contribute to individual, family, and community well-being. This is a hands-on position.

Major Responsibilities:

- Provide coordination support for programs and services offered at the Langara Family YMCA such as childminding, Y-Move, and Walking Schoolbus.
- Organize a range of programs that encourage and support healthy development for children through nutrition, education and physical literacy and programs that support parents in raising healthy families.
- Assist in set up of space and execution of programs, as required.
- Ensure quality assurance and consistency in Child, Youth and Family programs at the Langara Family YMCA.
- Support the management team with general office and administrative support as required and be flexible to a changing work environment.
- Be involved in community outreach and development for the Langara Family YMCA.
- Recruit and coordinate program volunteers
- Schedule, supervise and coach front line staff
- Maintain a neat, orderly, and clean environment, including all program areas, common spaces, and washrooms.
- Use established systems and structures to record and report on member satisfaction, interest trends, and activities

- Develop a departmental operating budget in cooperation with the General Manager. Monitor the fiscal health of the department flagging significant variances in a timely manner. Take appropriate action to rectify any significant variances. Achieve the annual budget contribution as approved by the Board.

Requirements:

- Post-Secondary Degree or Diploma in Physical Education, Recreation Management, Early Childhood Education or a related field
- Experience with developing and facilitating community based programming and services for a wide demographic base an asset
- Experience training and supervising large staff and volunteer teams
- Knowledge of local resources in the South Vancouver area and surrounding communities and neighborhoods is an asset
- Develop expertise in the reservations database (CLASS) and computer system
- Ability to be flexible, adaptable and multi-task in high demand environment
- Exceptional interpersonal, communication and conflict resolution skills
- Current Standard First Aid and CPR-C & AED certificate
- Ability to work some evenings, weekends and flexible schedule, as required
- Computer proficient, including Microsoft Office -- with some experience working within a database an asset
- Demonstrate a high level of organizational, administrative, and customer service skills
- Successful candidates will be required to provide a current and satisfactory Criminal Reference Check/Vulnerable Sector Search issued no later than six (6) months preceding your start date
- Provide 3 professional references

Competencies:

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

Service Orientation: Deliberately identifies needs and wants of members/participants as priority, and creates opportunities to enhance each and every person's YMCA experience.

Teamwork: Ability to work effectively with others to achieve optimal collective results.

Communication: Ability to speak, write, listen, and secure information in a variety of settings

Outcomes Oriented: Ability to lead, manage, and achieve identified goals.

Application Process (*Internal applicants should inform their supervisor prior to application.*)

Complete online application using the following link:

<https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=2b4cd153-66c2-4524-9a1c-714e9e1780df&jobId=268539>

Application deadline: 6:00 p.m. – January 16, 2019

Thank you for your interest and application.

Due to the high volume of applications received, only short-listed candidates will be contacted.

