



## YMCA of Greater Vancouver Employment Opportunity

<b>Date:</b>	December 4, 2018
<b>Position Title:</b>	Team Leader, Child Care
<b>Location:</b>	Vista Point YMCA Child Care Center (UBC): Vancouver, BC
<b>Terms:</b>	Permanent, Full-Time: 35 hours/week
<b>Shift:</b>	Monday to Friday, shifts varying between 7:30am – 6:00pm
<b>Salary:</b>	\$24.37 per hour (New Rate January 2019: \$24.85 per hour)
<b>Start Date:</b>	As soon as possible
<b>Reports To:</b>	Manager, Early Years

### **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 and 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:** Under the direction of the Early Years Manager, the Team Leader will work directly within the early childhood program, managing the daily operation and delivery of childcare services, along with providing care and creative programming for children in a group setting.

### **Major Responsibilities:**

- Directly supervise and provide leadership to a team of Early Childhood Educators, other staff members and volunteers, within YMCA guidelines and CCFL licensing requirements
- To read, understand and follow all YMCA, Child Care Facility Licensing (CCFL) and legal requirements, including YMCA Playing to Learn curriculum standards
- To provide leadership to the team in delivery of high quality and age appropriate programs based on the YMCA Playing to Learn curriculum
- To facilitate the planning and implementation of a consistent child centered program in accordance with YMCA standards
- To maintain and complete administrative tasks in an accurate manner and within prescribed timelines, including (but not limited to) staff scheduling, incident reports, files, inventory, supply ordering
- To maintain/increase/sustain enrolment at approved capacities.
- 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 centre staff and volunteers to maintain a well-organized, safe and clean environment, including all activity and program areas, common spaces, and washrooms

- To set an example for professional appearance and conduct and maintain those standards among the staff team
- 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

**Requirements:**

- Early Childhood Educator License to Practice
- Infant/Toddler Early Childhood Educator License to Practice
- Special Needs License to Practice an asset
- One to three years of supervisory experience
- High level of organizational and customer service skills
- Diplomas, certificates or other evidence of training related to child growth/development
- Experience working with children in a child care/recreational setting
- Current First Aid certificate
- 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.
- Statement from a medical practitioner indicating adequate physical and psychological capability to work with children and carry out assigned duties

**Competencies:**

In addition to bringing a commitment to YMCA vision and values, and an orientation to service, the candidate should possess the following competencies:

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

**Leadership:** Motivates and inspires self and others to take action to achieve desired outcomes.

**Communication:** Communicates in a thorough, clear and timely manner.

**Creativity and Innovation:** Develops new ways or adapts existing ideas to improve programs and service.

**Team Work:** The ability to work effectively with others to achieve optimal results.

**Product Knowledge:** Thorough understanding of the components required in providing quality care.

**Application Process:** Internal applicants, please inform your Supervisor prior to application

**Internal Applicants:** Please apply [HERE](#)

**External Applicants:** Please apply [HERE](#)

**Application deadline:** 6:00PM on December 14, 2018

*Thank you for your interest and application.*

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

