



## YMCA of Greater Vancouver Employment Opportunity

### INCUMBENT IN POSITION

<b>Date Posted:</b>	March 5, 2019
<b>Position Title:</b>	Manager, Family Development Centre
<b>Location:</b>	Robert Lee YMCA (Vancouver, BC)
<b>Salary:</b>	Under review (will include benefits)
<b>Terms:</b>	Permanent, Full-time
<b>Start Date:</b>	As soon as possible
<b>Reports To:</b>	Director, Community Health

#### ABOUT US:

**The YMCA cares about the same things you do: raising healthy and resilient kids, ensuring youth feel confident and supported, and helping people feel healthy and connected to others in the community.** As the Lower Mainland's largest operational charity, we are 4,000 staff and volunteers providing vital community services that are having a positive impact on some of the community's most pressing social issues. Central to our success are:

- The **people** who unite behind our mission to help people reach their potential
- The safe and welcoming **places** we provide—from health and fitness facilities to childcare centres to camps—that foster a sense of community
- The comprehensive community **programs** that provide the skills, opportunities and confidence people need to achieve their potential

These people, places, and programs come together to create a sense of belonging and a supportive network that have proven time and again to help people achieve their personal goals. For some the impact can be truly transformational and can have an enormous ripple effect on those around them.

#### ABOUT YOU:

- **Do the right thing** - You are caring, respectful, honest and responsible in all you do
- **Put people first** - You believe in the strengths, perspectives and passion of people
- **Keep our promises** - You do what you say you will do
- **Lead by example** - You are courageous, speak with conviction, listen attentively and collaborate

#### ABOUT THE POSITION:

Reporting to the Director of Community Health, the Manager of Family Development Centre provides leadership, guidance and support to staff and volunteers who work with families and children aged 6 weeks to 12 years within Family Development Programs at the Robert Lee YMCA. The Manager oversees the operations and works with other YMCA branches and external agencies to ensure the delivery of quality programs that contribute to individual, family, and community well-being.

#### MAJOR RESPONSIBILITIES:

##### **Provide operational excellence to day-to-day operations:**

- Provide leadership and expertise to ensure that the YMCA family development programs promote best practices for children's development and learning
- Provide direct leadership to a team of approximately 20 part time staff and volunteers
- Coach, develop, and support staff and volunteer teams to achieve excellence in service delivery through building relationships and partnerships with families
- Enhance existing programs and develop and implement new programs to enhance the YMCA's ability to serve families in the community
- Ensure fiscal responsibility by planning and administering the Program's annual operating budget. This includes assessing variances, forecasting and making recommendations to address current and future expenditures

- Participate in full cycle HR process with employees as necessary, including: recruitment, orientation, development, and discipline
- Provide management and leadership to multiple programs, in adherence with applicable YMCA Policy and Procedures, Child Protection Policies, legal requirements and YMCA SAM 2.1 Standards
- Will be required, as needed, to provide front line support and/or direct delivery of programs

**Develop and maintain positive relationships and increase involvement of families and community partners:**

- Develop and maintain positive working relationships with key stakeholders including families, YMCA staff and volunteers, community agencies and service providers, schools, and ministry staff
- Ensure Family Development sites are integrated and delivered in conjunction with various community supports and resource agencies
- Provide strategic leadership as a member of the Child Youth and Family Workgroup, fulfilling various responsibilities to support the Child, Youth and Family operations as required
- Develop and implement plans to serve and engage the community through discussion, participation and involvement in community groups, committees and partnerships related to the needs of our communities
- Seek out funding opportunities and complete grant proposals

**Lead and role model the YMCA's commitment to philanthropy and volunteerism:**

- Provide leadership to the YMCA annual fundraising campaign
- Ensure the YMCA's reputation as charity of choice is understood and supported by the community
- Exemplify the value of philanthropy and volunteerism and share this knowledge and belief with staff, volunteers and members.

**REQUIREMENTS:**

- Post-Secondary Degree in Early Childhood Education, Child and Youth Care or related field or equivalent combination of education and work experience
- Minimum three (3) years progressive, results oriented, management experience including staff supervision and financial management
- Minimum five (5) years' experience working with children and families
- Strong knowledge of child growth and development, family relations and family-centered practices
- Computer proficient with experience using Microsoft Office
- Valid First Aid/CPR-C certificate required
- Ability to work evenings, weekends and flexible schedule, as required
- 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

**APPLICATION PROCESS:**

**Internal Applicants:** Please apply online through the ADP Workforce Now Career Centre.

**External Applicants:** Complete online application using the following link:

[https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=2b4cd153-66c2-4524-9a1c-714e9e1780df&jobId=280126&lang=en\\_CA&source=CC3&cclid=19000101\\_000001](https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=2b4cd153-66c2-4524-9a1c-714e9e1780df&jobId=280126&lang=en_CA&source=CC3&cclid=19000101_000001)

**Application deadline:** 6:00 pm on March 19, 2019

*Thank you for your interest and application.*

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

