



YMCA of Greater Vancouver Employment Opportunity

Date Posted:	January 27, 2020
Position Title:	Early Childhood and Family Development Manager
Location:	Vancouver
Terms:	Permanent, Full-Time: 35 hours per week
Shifts:	Standard work hours are Monday - Friday, however hours may vary to meet program needs
Salary:	\$52,000 – \$55,000 annually
Start Date:	As soon as possible
Reports To:	Director, Early Years Programs

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:

Reporting directly to the Director of YMCA Early Years, the Manager will provide leadership, guidance and ongoing support to staff and volunteers in the Early Years programs.

Major Responsibilities:

The Manager will directly oversee the coordination and execution of:

- Staff and volunteer on-boarding, placement, and scheduling systems;
- Practicum management including; relationship-management and approval of partners in training and education, new partnership acquisition, and mentorship management
- On-going innovation in staff recruitment and retention processes
- Direct leadership of 50-60 supply staff including: permanent float staff, part-time casual staff and temporary placement staff
- Direct leadership of Early Years Child Care Programs

In addition, the successful applicant will be responsible for:

- Rigorous attention to ensuring Branch alignment with the YMCA of Greater Vancouver's Strategic Plan.
- Commitment and focused attention to ensuring the Early Years Branch meet's association commitments and targets with regards to annual operating plans and budgets, fundraising, grant proposals, YMCA Initiatives, other special projects, while ensuring that all programs operate at maximum capacity.

Qualifications:

- Minimum two (2) years progressive, results oriented, management experience, including direct supervisory experience leading multiple staff and volunteer teams in child care, family, or community program settings
- Post-Secondary Degree or Diploma in Early Childhood education (including Infant/Toddler certification) required and/or Social Work, Child and Youth Care, Education or equivalent combination of education and work experience an asset
- Strong knowledge and experience of curriculum, with evidence of successful implementation and ongoing consistency within programs
- Strong knowledge of child growth & development, family relations & family-centered practices
- Exceptional interpersonal, communication and conflict resolution skills
- Demonstrated ability to make sound judgments and decisions; effective prioritizing and problem-solving skills
- Knowledge of current educational institutions providing training and education opportunities for Early Childhood Education
- Strong working knowledge of 'When I Work' or other staff scheduling software
- Computer proficient with proven experience of Microsoft Office
- High degree of independence and initiative within a team environment
- First Aid/CPR-C certificate required
- Current BC driver's license and access to own vehicle required
- Ability to work some evenings, weekends and flexible schedule, as required

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 apply online through the ADP Workforce Now Career Center.

External Applicants: Please apply using the link below:

https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=2b4cd153-66c2-4524-9a1c-714e9e1780df&cclid=19000101_000001&jobId=347614&source=CC3&lang=en_CA

Application deadline: February 10, 2020 6:00pm PST

Thank you for your interest and application.

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



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