



## JOB POSTING

Monday, February 6, 2012

### **School Age Child Care Area Coordinator**

**1 Year Contract**

**Burlington School Age Child Care**

**500 Drury Lane**

**Burlington, Ontario**

**Salary Range: \$34,320.00 - \$35,349.60**

**Placement: Immediate**

---

### **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, Caring, Honesty and Respect, as well as, a commitment to building developmental assets in children and adults.

YMCA's School Age Child Care Program is a unique partnership between elementary schools, YMCA and the families participating in the values-based school age program. We are committed to the core values of caring, honesty, respect and responsibility. We further each child's personal development through:

- Strengthening values and fostering personal growth
- Building a sense of responsibility within the community
- Encouraging and teaching respect for the environment
- Developing and understanding of global issues

### **Nature & Scope:**

This is a 1 year contract position which reports to the Program Manager of School Age Child Care and is located in the City of Burlington; hours of work is based on a full-time schedule, Monday to Friday. Use of a vehicle is required in order to conduct visits and provide on-site program support when needed. This contract includes group health benefits, a complimentary YMCA membership and other program and service discounts. The core function of this role will require the incumbent to manage parent concerns and provide direct supervision of several programs, as well as coordination and participation in School Age Child Care registration nights. This position may be required to work evenings and weekends.

### **Responsibilities:**

- Coordination of staffing schedules and planning meetings
- Supervision of part time staff
- Support budget preparation and ongoing monitoring of expenses and revenue
- Payroll completion of designated program staff and supply staff
- Review of policies and paperwork with new staff

- Monthly site visits to programs
- Lead staff meetings and professional development training sessions
- Requires strong communication and problem-solving skills
- Develops and maintains business relationships with community groups, City of Hamilton, Community and Social Services, the School Boards, staff, volunteers and participants
- Assumes frontline responsibilities as required
- Involved in Parent Advisory Meetings and community meetings as directed
- Attends and actively participates in training opportunities as required

### **Qualifications:**

- Four years experience working with children and youth in a variety of settings
- Post secondary education in a child related field
- Must be a RECE
- 2 years supervisory experience
- Strong communications and problem solving skills
- Time management skills – must be able to plan, organize and prioritize and work to deadlines
- Proficient computer skills using Microsoft Office, email and/or internet applications
- Experience working with school age children
- First Aid and CPR certified
- Current criminal reference check
- A vehicle is required for this position.
- Develops and fosters relationships with School principal and teachers
- Maintains knowledge of current and emerging ministry directions and curriculum

### **Competencies:**

#### **Child and Youth Focused**

Commits to assisting growth and development among children and youth.

#### **Planning and Organizing**

Establishes a clearly defined and effective course of action for self and others to accomplish short and long term work goals.

#### **Relationship Building and Collaboration**

Builds positive interactions both internally and externally to achieve work related goals.

#### **Problem Solving**

Identifies an issue and works towards a solution.

#### **Creativity and Innovation**

Develops new ways or adapts existing ideas to help achieve desired results.

---

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

**Lynn Golfi**

Program Manager, Burlington School Age  
 YMCA of Hamilton/Burlington/Brantford  
 500 Drury Lane  
 Burlington, Ontario L7R 2X2  
 Fax: (905) 333-1767

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

Email: [Lynn\\_golfi@ymca.ca](mailto:Lynn_golfi@ymca.ca)