



JOB POSTING

January 10, 2008

School Age Child Care Supervisor (Part-Time)

YMCA of Hamilton/Burlington/Brantford

Hamilton YMCA School Age Child Care
79 James St. South , Hamilton, ON L8P 2Z1

Burlington YMCA School Age Child Care
500 Drury Lane, Burlington, ON L7R 2X2

Brantford Family YMCA School Age Child Care
143 Wellington Street Brantford, ON N3S 3Y8

Salary Grade: 8

Overview:

The YMCA of Hamilton/Burlington/Brantford is the 4th largest YMCA in Canada with an annual operating budget of \$32 million. The Association offers programs and services including health, fitness and recreation, family and children's services, camping and outdoor education, youth leadership development, a men's residence located in the Hamilton Downtown branch and international development education.

The Les Chater branch recently opened and is already been well received by the community and is a very active YMCA. The Les Chater Family YMCA is full service health fitness and recreation branch. The new facility houses a 25m pool, large fitness center, gym and multipurpose rooms as well as a licensed Childcare. The building is also shared with a regional library.

Nature & Scope:

The School Age Child Care Supervisor is responsible for the day to day operation of a before and after school program in a local school throughout the Greater Hamilton and Burlington communities. The Supervisor is responsible for developing and implementing a program that meets the development needs of children 3.8 – 12 years of age, while adhering to the YMCA quality standards and the regulations of the Day Nurseries Act.

The SACC supervisor provides coaching and mentoring to the SACC Assistants to ensure the delivery of program and supervision of children takes place. The supervisor manages a petty cash and identifies program needs and requests for appropriate equipment. Since the program takes place in a shared space, this individual maintains and fosters good relationships with school personnel, parents and other staff to promote the program within the community.

Responsibilities:

- ◆ This position requires the ability and flexibility to work a split shift
- ◆ Responsible for managing a petty cash. Purchases snack supplies and follows a snack menu plan
- ◆ Plan, organize and lead activities for children 3.8 to 12 years of age to meet the developmental needs of children. Program numbers range from 10 to 90 children in attendance

- ◆ Adheres to YMCA quality standards and the regulations established in the Day Nurseries Act
- ◆ Liaise with parents, school personnel and community contacts
- ◆ Provides input to the performance reviews of assistants
- ◆ Utilizes appropriate Behaviour Management techniques in all interaction with the Children
- ◆ Participates in Association wide events i.e. YMCA Strong Kids, Communication Training etc. Required to attend monthly meetings and monthly professional development trainings (10 per year)

Qualifications:

- ◆ 2 year college diploma in Early Childhood Education or Director's Approval
- ◆ 2 years supervisory experience in a child care setting
- ◆ 18 years of age or older
- ◆ Excellent communication skills, both written and verbal
- ◆ Computer knowledge
- ◆ Clear Criminal Reference Check as a condition of employment

Competencies:

In addition to bringing commitment to YMCA visions and values, the candidate should have the following competencies:

- ◆ Acts immediately when issues of health and safety are involved.
- ◆ Ensures customers (children, parents, school boards) are treated in a courteous manner, promptly and every effort is made to address any concerns
- ◆ Is knowledgeable about behavior management issues and is able to step in and resolve issues as needed
- ◆ Child & Youth focused
- ◆ Concern for Health & Safety
- ◆ Relationship building & Collaboration
- ◆ Communication

Recruitment for School Child Care positions is ongoing. If you are interested in applying for a position, please submit your letter of application and resume to the following email address:

saccjobs@ymca.ca

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

Thank you.