



Beyond the Bell Area Supervisor

79 James Street South
Hamilton, ON, L8P 2Z1

Starting Salary: \$40,000- \$46,878, commensurate with experience
Position Status: Full Time with benefits and a complimentary YMCA membership
Placement: Immediate

Why work at the Y?

Our work environment is defined by respect, teamwork, opportunities for personal and professional growth and investments in the health and wellness of the people who are part of that team. We offer an array of total rewards to recognize loyalty, longevity, and passion for the work we do:

- Paid vacation entitlements that increase with seniority (subject to eligibility)
- Competitive total compensation packages
- Group health and benefits plans (includes medical, dental, and prescription medication, subject to eligibility)
- Generous pension plans with employer matching
- Free YMCA Health & Fitness Memberships
- Reduced rates for YMCA Child Care, Camp, and Child & Youth programs (subject to eligibility)
- Employee and Family Assistance Program (EFAP)

Nature & Scope:

Reporting to the General Manager of Childcare (Brantford), the Beyond the Bell (BTB) Area Supervisor provides direct leadership for all Beyond the Bell site locations in Hamilton and Burlington.

The Beyond the Bell Area Supervisor manages staff and volunteers as well as partnerships within the community to ensure quality service to school aged children. The Beyond the Bell Area Supervisor is required to operate centres within the approved financial parameters, promote the services of the centres within the community, develop and nurture relationships with families while adhering to the guidelines set out by the Ministry of Heritage, Sport, Tourism and Culture Industries, YMCA standards and PRO High Five standards.

Organizational 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, Honesty, Caring, and Respect, as well as, a commitment to building developmental assets in children and adults. All offers of employment will be subject to the provision that the successful incumbent provides the YMCA of Hamilton/Burlington/Brantford with a current and satisfactory Police Records Check. Positions responsible for the direct supervision of children and/or vulnerable persons will be required, in addition to a Police Records Check, to provide a Vulnerable Sector Screening Report at the time of hire.



Charitable Registration #
10808 3825 RR0001





Responsibilities:

- Provide direct supervision to staff, program participants and volunteers to ensure program targets and YMCA service standards are met or exceeded.
- Responsible for the recruitment, orientation, training, coordination of staffing schedules, performance management, and timesheet preparation for the BTB staff team.
- Responsible for the development, implementation, and evaluation of innovative learning methodologies aimed at engaging children in a learning environment.
- Develop and maintain relationships with staff, parents and community contacts.
- Ensure accurate records are maintained for each program participant
- Assist with frontline responsibilities, as required.
- Utilize appropriate Behaviour Management techniques in all interactions with the children and monitor staff team for same
- Manage all aspects of the BTB operation including the development and management of operating budgets of each location, monitoring expenses, as well as maintaining program enrollment and ongoing communication with schoolboards and community partners.
- Establish and foster a positive family based customer service with a strong focus on equity, diversity and inclusion
- Ensure Health and Safety policies and procedures are followed
- Ability to travel throughout operational areas of the YMCA and conduct site visits to program; access to a personal vehicle is required.

Qualifications:

- Post-secondary education in Child and Youth Studies, Recreation and Leisure or in a related field.
- 2-3 years supervisory experience.
- Excellent written and oral communication and problem-solving skills.
- Time management skills- must be able to plan, organize and prioritize tasks.
- Current Standard First Aid and CPR certification.
- Computer skills using Microsoft Office, email and internet applications.
- Knowledge of Child Development and related “new” research, and its application in children’s recreational programs.
- Knowledge of community trends.
- Must provide a current Criminal Record Check with Vulnerable Sector Search as per the Association’s policy.
- **If you are hired, prior to your start date and as a condition of employment, you will be required to provide proof that you are fully vaccinated against COVID-19 or have a valid Human Rights exemption.**

How to apply?

If you are interested in this position, please submit your letter of application and resume, along with salary expectations by **February 3, 2023**, attention:

Shawna MacLellan
General Manager, Brantford Child Care
shawna.maclellan@ymcahbb.ca

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



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Competencies:

Commitment to Organization Vision and Values

Demonstrates and promotes a personal understanding of and appreciation for the Mission, Vision and Strategic Outcomes and Values of the YMCA.

Communications

Communicates in a thorough, clear and timely manner and supports information sharing and goal achievements across the YMCA.

Planning and Organizing

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

Quality Focus

Ensures that success criteria for self, staff and programs are set, reviewed and surpassed regularly to provide excellent service delivery.

Teamwork

Actively builds teams and encourages open relationships for maximum organizational effectiveness

Internal Applicants:

The YMCA of Hamilton/Burlington/Brantford encourages employees within the Association, as well as those employed within the Canadian YMCA/YMCA-YWCA Federation to submit their application.

Please note that in so doing, the YMCA of Hamilton/Burlington/Brantford reserves the right to contact the applicable YMCA or YMCA-YWCA for purposes of seeking an employment reference throughout the recruitment process.

Please ensure that prior to submitting your application that you have disclosed to your current supervisor, your intention to submit your application. By submitting your application, you understand and agree to allow the YMCA of Hamilton/Burlington/Brantford to contact your current Association.

Accessibility:

The YMCA of Hamilton/Burlington/Brantford is committed to creating an inclusive environment that accommodates all individuals, including those with disabilities. We support the goals of the *Accessibility for Ontarians with Disabilities Acts (AODA)* and have established policies, procedures and practices which adhere to the accessibility standards set out in the AODA. Should you require any accommodation throughout the recruitment process please do not hesitate to contact our Human Resources Department.

The YMCA of Hamilton/Burlington/Brantford is an equal opportunity employer.



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