



**YMCA of
Hamilton | Burlington | Brantford**

Child Care Manager

Hamilton, Ontario

Starting Salary Range: \$52,000 - \$56,000, commensurate with experience

Position Status: Full-Time

Placement: Immediate

Benefits & Perks: 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
- 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
- Professional learning opportunities including paid training and access to YMCA education scholarships
- Reduced rates for YMCA Child Care, Camp, and Child & Youth programs (subject to eligibility)
- Employee and Family Assistance Program (EFAP)

Nature & Scope:

The Manager provides overall leadership to a regional group of YMCA child care centres in Hamilton. Reporting directly to the General Manager, the Child Care Manager will support the delivery of high-quality programming as well as strategic development of programs including the recruitment and hiring of People Leaders, educators, budget development and management, program design, implementation and evaluation.

Responsibilities:

- Oversee the operations of licensed child care centers and EarlyON programs within the Hamilton community.
- Makes crucial decisions regarding application of YMCA Playing to Learn curriculum, educators, and centre budgets.
- Ensure that all of the child care centers under their supervision meet the appropriate safety and educational guidelines.
- Develops plans of action that determines goals and also measures the effectiveness of the curriculum and facility maintenance.
- Must hire and effectively train People Leaders, equipping each child care center's people leaders to adequately prepare their own respective educators.
- Continual evaluation of performance is also a key job component, from the hiring process to improvement and discipline recommendations, the child care manager must ensure that all care centers are meeting appropriate 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: Belonging, Caring, Honesty, Respect and Responsibility, 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.



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Responsibilities continued:

- Keeps up-to-date with current research and trends in child development allows them to implement the best possible practices for a wide range of child care centers.
- Solid understanding of business principles ensuring the supervised child care centers not only provide quality teaching and care services, but also offer the most cost-efficient programs that maintain revenue growth.
- Provides direct supervision of EarlyON programs and the EarlyON Coordinator.
- Responsible for planning and facilitating monthly regional people leader meetings.
- Co-facilitating professional learning opportunities for people leaders.

Qualifications:

- Early Childhood Educator diploma including registration with the College of Early Childhood Educators (CECE).
- Minimum three years supervisory experience within the field of licensed child care.
- Excellent organization, time-management, administrative and computer skills utilizing MS Office, email and internet applications.
- Excellent oral, written and communication skills.
- Ability to work on own initiative and as part of a team.
- Attention to detail and a strong quality focus.
- Sound judgement in the interpretation and application of policies, documentation, and performance management of a people leader team.
- Understands the importance of child development and developmental stages.
- Requires reliable transportation to travel between branches/child care centres; flexibility to work evenings and weekends as required.
- Experience and sensitivity in dealing with diverse socio and economic populations.
- Current police records check with vulnerable sector search.

Why Work for the YMCA?

As a charitable organization, the YMCA values the contributions of its diverse teams. We recognize the importance of providing meaningful opportunities that allow employees to grow and thrive. At the YMCA of Hamilton/Burlington/Brantford, in addition to fair wages, we offer a complimentary general membership with additional options for family participation. A comprehensive benefits program is also available to employees including a competitive and robust pension program. YMCA Employees enjoy a generous vacation entitlement that increases with seniority, as well as other paid entitlements. All employees have access to an Employee Assistance Program which provides confidential counseling and referral services as well as preventative education. Additionally, the YMCA understands the holistic needs of its employees is equally important and attempts to support these goals by offering a variety of staff discounts on the programs and services that support good health and strong families. We look forward to welcoming you to the YMCA.



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Competencies:

Commitment to Organization Vision and Values

Demonstrates and promotes a personal understanding of and appreciation for the Mission, Vision, strategic outcomes and values of the YMCA.

Relationship Building and Collaboration

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

Communication

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

Planning and Organizing

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

Leadership

Guides, motivates and inspires self and others to take action to achieve desired outcomes.

Outcome Thinking

Visualizes, understands and articulates YMCA outcomes and formulates strategies, plans and actions to achieve those outcomes.

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.

Apply Now:

If you are interested in this position, please submit your letter of application and resume, along with salary expectations by **January 27, 2023**, attention:

Janinne Labenski, General Manager, Hamilton Child Care at janinne.labenski@ymcahbb.ca

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

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 contacting our Human Resources Department.

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



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