

# Employment Opportunity

## Assistant Childcare Supervisor

**NATURE AND SCOPE:** This position is responsible for the supervision of the licensed YMCA Childcare providing care for children in a safe and nurturing environment that would stimulate and enrich their learning in the areas of social, emotional, cognitive and physical development through play and structure activities in accordance with the policies, procedures and best practices as established by the Sault YMCA.

**POSITION:** Full time (McNabb Street YMCA Location)

**START DATE:** January 30<sup>th</sup>, 2025 (or sooner)

### CORE RESPONSIBILITIES:

#### Development and Program Delivery

- Ensures programs meet the needs of the children and parents
- Assists children during activities
- Establishes a positive liaison with parents
- Assists children with self-help skills
- Assists children during routines
- Responsible for the arrangement of furniture and décor of the room to enhance the play environment and to ensure the safety of the children
- Maintains current knowledge of Child Care research and new developments in the field of Early Childhood Education
- Conforms to all health and safety licensing regulations as outlined in the Childcare and Early Years Act
- Ensures the safe delivery of an age-appropriate curriculum for Infant, toddler, preschool, kindergarten and school age children
- Maintains occupancy levels and ratios

#### Human Resources

- Assists Manager in recruiting, hiring, training and developing staff according to guidelines established in the Sault YMCA Personnel Policy
- Ensures employees of the Sault YMCA work safely in accordance with the policies and procedures as outlined in the Sault YMCA Health and Safety manual
- Assumes the responsibility of the overall supervision of students, teachers, co-op placements and volunteers
- Liaises directly with referring educational institutions, school principal and funding agency if required
- Conducts regular staff meetings to ensure effective communication and program coordination among staff
- Addresses individual and team performance issues
- Ensures ratio coverage is always met as stated on the childcare license

*Note: All Human Resource procedures will be implemented in accordance with our Personnel Policy*

#### Financial Management

- Develops, monitors and adjusts annual operating budget
- Approves departmental expenditures lower than \$1500.00
- Communicates with Childcare Manager on budget, strategic planning and childcare services
- Monitors budgeted expenditures and recommends new ideas to increase revenues and purchases for non-budgeted expenditures

#### Administration

- Completes schedules, plans, reports and forms accurately and submits them within the necessary timelines
- Ensures that childcare facility and equipment are clean, safe and in working order and reports all maintenance and housekeeping issues to the Childcare Manager
- Responsible for the collection and processing of children's information forms

- Prepares parental fee schedules and maintains records of payment activity and notifies manager when arrears situation exists
- Maintains inventory of supplies and equipment and replaces as needed
- Ensures clarity of policies and procedures with respect to admissions, attendance, and program participation
- Oversees day to day scheduling, childcare routines, and work schedules for site

**QUALIFICATIONS REQUIRED:**

**Education and Training**

- Early Childhood Education Diploma preferred but not required
- Registered member of the College of Early Childhood Education
- First Aid/CPR Certification
- Satisfactory Criminal Reference Check, including Vulnerable Sector

**Experience**

- One year experience in a supervisory role with related childcare experience
- Two years' experience in a childcare setting
- Ability to Supervise multiple locations if required
- Qualified Internal Applicants are encouraged to apply

**Other Skills**

- Good organizational and time management skills
- Computer literacy
- Good verbal and written communication skills

**COMPETENCES REQUIRED:**

- Integrity: Demonstrates responsible behaviour at all times and maintains high ethical standards.
- 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.
- Flexibility and Adaptability: Able to work quickly and efficiently despite ambiguity, adjusts with confidence, integrates new information, as it becomes available.
- 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.
- Problem Solving: Identifies an issue and works towards a solution.
- Results Oriented: The ability to lead, manage and achieve identified goals.

*The Sault Ste. Marie YMCA values the diversity of people and communities and is committed to excellence and inclusion in our Association. We are committed to an environment that is barrier free. If you require accommodation during the hiring process, please inform us in advance to arrange reasonable and appropriate accommodation.*

**PLEASE SUBMIT RESUME TO:**

[allyson.pazdrak@ssmymca.ca](mailto:allyson.pazdrak@ssmymca.ca)

(Please write Assistant Childcare Supervisor Job Posting in subject line)

**APPLICATION DEADLINE:** January 16th, 2025