



YMCA of Owen Sound Grey Bruce

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ymcaowensound.on.ca

We're Hiring!

Child Care Supervisor Owen Sound Early Learning Centre

For over 50 years, YMCA of Owen Sound Grey Bruce has provided quality child care in Grey and Bruce County, and is the largest not-for-profit provider of Licensed Child Care. With 5 full day child care locations and 16 Before and After School Age programs and a Port Elgin Recreational Summer camp.

The contribution of our staff in the delivery of child-centred programs is at the core of our success as a leader in early childhood education. We are committed to providing staff with the opportunity to further develop their knowledge and skills that will assist them in enhancing the experience of children and families, through our YMCA Playing to Learn.

The YMCA Playing to Learn curriculum for 0-6 year old children is endorsed by the Elementary Teachers' Federation of Ontario, helps children develop and grow by using play as a way to learn. This method gives our early childhood educators insight into how kids learn and we use that insight to build a dynamic in-class environment to meet the specific needs of the child and ensure the child's interests help shape their learning experience.

Start Date: ASAP

Wage Range: \$23.67 – \$26.62

Benefits, Retirement Savings Plan, and free membership to the YMCA!

Role:

This Supervisor position is a 35+ hour per week salaried position within the YMCA Early Learning Centre in Owen Sound. This individual will directly supervise a licensed 78 space centre.



The Child Care Supervisor provides leadership and supervision to teachers and volunteers, is accountable for the child care centre, provides recommendations regarding staffing, programming, etc., and consults with Senior Management as needed.

Responsibilities

- Develops and sustains good working relationship with families on a daily basis, with provincial and municipal authorities, with members of the community, acting as a model for staff.
- Supervises the initial entry of each child into his/her child care group.
- Sustains an understanding of each child's individual development, ensuring that appropriate, individual programming has been implemented by teaching staff.
- Demonstrates thorough knowledge of the regulations and operating standards of the YMCA of Owen Sound Grey Bruce, municipal and provincial governments and ensures centre is run in accordance to these directives.
- Recruits, orients, trains and supervises all centre staff, students and volunteers. Provides coaching and development to staff with support from Manager of Child Care.
- Maintains all administrative and financial systems of the centre, ensuring required reports are accurate and completed to deadlines as established.
- To maintain confidentiality of all information related to the centre, the children, their families, and staff.
- To maintain regular attendance, punctuality and to be appropriately dressed and well groomed.
- Provides leadership and supervises staff in preparing quality weekly program planning and monthly calendars, in agreement with YMCA organizational goals, to meet the needs of clients.
- Provides leadership and guidance to on-site staff; implements and adheres to Parent Communication Standards.
- Provides leadership to and works with staff to maintain a well-organized, safe and clean child care facility including playroom, playground, washrooms, cubicles and equipment.
- Provides leadership to monthly staff meetings and provides individual supervisory sessions as required.
- Shares resources and assists other centres as requested.
- Ensures ongoing development through professional development workshops.
- Demonstrates appropriate behaviours in line with our Mission, Vision and Values as reflected in our YMCA competencies; takes a member focused approach to increase their understanding of programs offered across the Association. Represents the YMCA and the Association in a professional manner.
- Commits to the professional responsibility of maintaining knowledge of legislation, policies and procedures, child and youth development and best practices to best serve and protect children, youth, and vulnerable people.



- Ensures the health, safety and well-being of all children, youth and vulnerable people in YMCA programs. Commits to the professional responsibility of maintaining knowledge of legislation, policies and procedures, child and youth development and best practices to best serve and protect children, youth, and vulnerable people.
- Understands the legal responsibilities and moral imperative to report suspected child abuse to Child Protection Services.
- Understands the importance of the volunteer staff partnership and integrates the value of philanthropy and volunteerism in dealings with members, volunteers, and staff.
- Other duties as assigned.

Qualifications

- ECE diploma or degree and a minimum of 3 years previous supervisory experience (YMCA experience an asset but not necessary)
- Must be registered and a member in good standing in the College of Early Childhood Educators (CECE); previous experience in managing large program offerings an asset
- Strong organizational skills and ability to effectively prioritize responsibilities
- A capacity to give input to a supervisory team.
- Ability to work within a multi-service, not-for-profit organization
- Well-developed interpersonal, and relationship building skills; ability to establish rapport and excellent communication with members, staff and volunteers
- Excellent written communication skills
- Commitment to working in a socially inclusive environment responding with sensitivity and personal awareness to the diverse needs of clients including visible and non-visible dimensions of diversity
- The position requires the following Association and Leadership Competencies: advanced competence in: Effective Interpersonal Communication; Ethics and Self-Management; being Job offers are contingent upon the successful completion of a Police Records Check. Within the first 90 days and every three years thereafter, a Vulnerable Police Records Check is required.

Competencies:

Quality Focus:

Ensures that the YMCA programs and services are superior

Creativity and Innovation:

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

Teamwork:



Actively builds team and encourages open relationships for maximum organizational effectiveness.

Concern for Health and Safety:

Acknowledges and understands how to manage and educate others of risk and harm reduction

Child and Youth Focused:

Commits to assisting growth and development among children and youth.

Problem Solving:

Identifies and issue and works towards a solution

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

Integrity

Demonstrates responsible behaviour at all times and maintains high ethical standards

**Interested candidates please submit a resume to, Dennis Morrison
Manager of Child Care Services dennis.morrison@osgb.ymca.ca November
18th 2020**

The YMCA of Owen Sound Grey Bruce 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.