



Job Title: Before & After School Program Site Supervisor (Bertha Shaw Program & Cedar Street Program)

Reports to: Before & After School Programs Supervisor & General Manager

Present Rate of Pay: According to Timmins Family YMCA Job Evaluation System

Present Hours of Work: 7:30 a.m. to 9:00 a.m. and 2:30p.m. To 5:30p.m. with possible additional hours at another location in-between above hours.

Nature and Scope

Reporting to the Community Programs Coordinator and General Manager, the Before & After School Program Site Supervisor is responsible for the daily operation of the Before and After School Centre assigned to, providing leadership to YMCA staff, ensuring adherence to the YMCA mission, Core Values as well as all legislative requirements set forth by the Ministry of Education, Municipalities and Health Unit.

Job Knowledge / Specifications

- Early Childhood Educator Diploma
- Member in good standing with the College of ECE's
- Knowledge of the Child Care & Early Years Act (August 31, 2015)
- Two years' experience in a child care setting
- Excellent interpersonal and communication skills both written and verbal
- Ability to be a team leader in all aspects
- Must actively work towards maintaining a neat, clean, safe and well organized work area at all times
- Must implement all policies and procedures outlined by the YMCA of Timmins
- Computer skills and word processing
- Current First Aid / CPR
- Clear Criminal Reference Check including Vulnerable Sector Check
- Follow all YMCA of Timmins policies and procedures
- Must have own transportation to get to and from different work locations

Duties

Program

- Ensure that curriculum is within our philosophy
- Ensure programming is being met
- Ensure that each child's needs are met within their developmental stage
- Support childcare staff in creating a quality program

- Ensure centre adheres to standards met by the Ministry of Community and Social Services
- Able to respond to first aid and emergency situations as required
- Provide General Manager with reports daily, weekly, monthly and yearly as requested.
- Maintain current qualifications as required by the position
- Design and hand out monthly newsletter
- To carry out other duties as assigned

Human Resources and Leadership Responsibilities

- Work with the General Manager and Before & After School Programs Supervisor to assist in providing orientation, training and development opportunities for staff and students
- Work with the General Manager and Before & After School Programs Supervisor to provide ongoing work performance appraisals
- Participate in staff meetings when required
- To participate in required YMCA training events, some of which may be above and beyond regular working hours.
- Demonstrate positive team relationship, creating a positive work environment
- Acts promptly on all risk, health and safety concerns
- Demonstrate strong support and commitment to serving all participants
- Build positive interactions both internally / externally and support the actions of whenever possible
- Provide and be available for tours of the facility to potential customers
- Follow all YMCA of Timmins Policies and Procedures
- To carry out other duties as assigned

Public Relations

- To provide positive feedback to YMCA of Timmins clients when approached ensuring that clients are lead to the person they need to be talking to
- Promote and support volunteerism
- Demonstrate strong support and commitment to community activities, representing the YMCA of Timmins in a professional manner
- Following of the YMCA uniform policy to promote our centre.

Job Competencies for Before & After School Program Supervisor

Communications – Communicates in a clear and timely manner and supports information sharing and goal achievement across the association.

Team Work – Participates actively in a team for organizational effectiveness

Coaching and Development – Commits to assisting participants, volunteers, staff and self in continuous learning and development

Creativity and Innovation – Develop new ways or adapts existing ideas to help us achieve desired results.

Diversity– Appreciates that people with different opinions, backgrounds and characteristics bring richness to the challenge or situation at hand.

Sense of Community – Demonstrates an awareness and understanding of communities and responds to their needs.

CLOSING DATE: Wednesday, August 23, 2016 at 4:00p.m.

All interested applicants please send your resume to:

Shannon Costello

General Manager

376 Poplar Ave.

Timmins, ON

P4N 4S4

Phone: 705-360-4381

Fax: 705-360-4382

Website: www.timminsymca.org

Email: shannon.costello@timmins.ymca.ca