

Job Title: Child Care Supervisor (Balsam Child Care Center)**Full Time Permanent****Closing date:** Friday, October 15, 2021**Nature and Scope**

Reporting to the Regional Manager, the Child Care Supervisor is responsible for overseeing that the child care center of the YMCA of Timmins is providing quality programming and keeping with the standards of the Child Care Early Years Act and the Playing to Learn curriculum. This will be done by providing leadership to YMCA staff, ensuring adherence to the YMCA mission, Core Values, the Playing to Learn curriculum as well as all legislative requirements set forth by the Ministry of Education, Municipalities and Health Unit. The Child Care Supervisor will work with the Early Years Coordinator to ensure that staff are meeting standards of the YMCA Playing to Learn Curriculum.

Job Knowledge / Specifications

- Registered Early Childhood Educator
- Member in good standing with the College of ECE's
- Knowledge of the Child Care & Early Years Act
- Must have been in child care field for a minimum of 2 years
- 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 including Microsoft Word, Excel and Outlook
- Current First Aid / CPR C
- Clear Criminal Reference Check (Vulnerable Sector Check)
- Follow all of YMCA of Timmins policies and procedures including the YMCA of Timmins Program Statement

Duties***Internal***

- Demonstrate strong commitment to the mission and core values of the YMCA of Timmins
- Demonstrate strong support and commitment to serving all program participants
- Demonstrate strong support and commitment to the association, vision and strategic plan
- Demonstrate strong support and commitment by representing the YMCA of Timmins in a professional manner

Program

- Ensure that curriculum is within our philosophy in all areas of child care

- Ensure programming is being met in all areas of child care
- Ensure that each child's needs are met within their developmental stage
- Support child care staff in creating a quality program by ensuring the YMCA of Timmins Program Statement is a living and breathing document throughout our programming.
- Ensure Centre adheres to standards met by the Ministry of Education
- Able to respond to first aid and emergency situations as required
- Edit documentations and return to staff within two business days.
- Provide Regional Manager with reports daily, weekly, monthly and yearly as requested.
- Maintain current qualifications as required by the position
- Work on floor when scheduled and in absence of staff
- Help design and hand out monthly newsletter
- Ensure all areas of child care are maintaining their rooms according to the S.A.M. Program
- To carry out other duties as assigned

Human Resources and Leadership Responsibilities

- Work with the Regional Manager to assist in providing orientation, training and development opportunities for staff and students
- Work with the Regional Manager to provide ongoing work performance appraisals
- Plan and run monthly staff meetings
- Participate in ongoing administrative meetings with Regional Manager and Support Services Clerk to maintain excellent communication throughout all departments of the organization
- To participate in required YMCA training events, some of which may be above and beyond regular working hours.
- Achieve goals and objectives set out in the individual work plan
- 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 Child Care Professional Attire Standards of Practice.

Job Competencies for Child Care Supervisor

Communications – Communicates in a clear and timely manner and supports information sharing and goal achievement across the association. Excellent grammar and vocabulary skills are essential for this position.

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.

YMCA Competency Based Human Resource Management

Commitment to Organization Vision and Values: Demonstrates and promotes understanding of an appreciation for the mission, vision, strategic outcomes and values of the YMCA of Timmins.

Teamwork: Actively builds teams and encourages open relationships for maximum organizational effectiveness.

Service Orientation: Deliberately identifies and creates opportunities to enhance each and every person's YMCA experience.

Initiative: Does the right thing at the right time without being asked.

Quality Focus: Ensures that YMCA programs and services are superior.

Flexibility and Adaptability: Able to work quickly and efficiently despite ambiguity, adjusts to customer needs, responds to unforeseen opportunities and issues with confidence and integrates new information as it becomes available.

All interested applicants please send your cover letter and resume to:

Courtney Berlinghoff, Regional Manager

Email: courtney.berlinghoff@timmins.ymca.ca