



Job Posting

Supervisor, Child Care

Kingston YMCA

Kingston, Ontario

Employment Category: Term (18 months)

Hours: Flexible work schedule between 7:30 am and 5:30 pm, Monday to Friday. Occasional weekend or evenings may be required.

Compensation: \$46,000 - \$49,000 annually

Benefits and Perks: We offer an array of total rewards to recognize loyalty, longevity, and passion for the work we do, including:

- Group health and benefits plan
- Paid vacation entitlements
- Free YMCA Health & Fitness Membership
- Professional development opportunities
- Employee and Family Assistance Program

Closing Date: January 20, 2023

Our Mission:

The YMCA in Canada is dedicated to the growth of all persons in spirit, mind and body, and to their sense of responsibility to each other and to the global community.

Our Vision:

Our values are caring, honesty, respect, responsibility, and inclusiveness. These are central to our mission, guiding our behaviours, attitudes, and actions.

Nature & Scope:

Reporting to the Director of Operations, Child Care, the Supervisor will manage, coach and mentor staff as well as provide direct supervision of the Child Care Centres. The Supervisor provides leadership and stability in the development and delivery of our programs, as well as exercises sensitivity and maturity in dealing with parent and caregiver concerns. The YMCA of Eastern Ontario Child Care Centre is licensed by the Ministry of Education (MOE).

Responsibilities:

The successful candidate will be responsible for:

- Oversight and development of programs in accordance with the YMCA Playing to Learn (YP2L) curriculum and the Program Statement.
- Supervision, recruitment, orientation and performance management of a staff team.
- Modelling effective leadership behaviour that aligns with our YMCA core values.
- Informing and educating staff on best practices and pedagogy, which translate into program delivery.



- Coordinating, completing and ensuring the accuracy of all records and reports.
- Preparation of staff schedules and authorization of payroll in Dayforce.
- Perform Child Care Centre tours and orientation for prospective and new families.
- Ongoing operation and management of the Child Care Centre, ensuring that revenue targets are met or exceeded.

Qualifications:

- Criminal Reference Check (CPIC) including Vulnerable Sector Check completed not more than 120 days prior to interview, with results acceptable to the YMCA of Eastern Ontario.
- Degree or Diploma in Early Childhood Education and a member in good standing of the College of Early Childhood Educators
- A minimum of 2 to 5 years supervisory experience in a child care setting
- Previous YMCA experience is an asset
- Demonstrated ability in leading, coaching and cultivating a work environment of collaboration and teamwork
- Experience in recruitment, hiring, performance management and training of staff
- Up-to-date immunizations
- Current Standard First Aid and CPR Level C
- Current Safe Food Handlers Certificate

Competencies:

- *Interpersonal skills*
- *Problem Solving*
- *Knowledge/Experience*
- *Safety*

All interested candidates should submit a cover letter and resume by the closing date to careers@eo.ymca.ca.

We appreciate your interest in a career opportunity with the YMCA of Eastern Ontario. Please note that only those selected for an interview will be contacted. Candidates invited for an interview will be required to submit three (3) professional references.

The YMCA of Eastern Ontario is committed to an environment that is barrier free. If you require accommodation during the hiring process, please inform us in advance so that we can arrange reasonable and appropriate accommodation. The YMCA of Eastern Ontario values the diversity of people and communities and is committed to excellence and inclusion in our Association.

This position has been posted internally and externally