

Job Posting

Supervisor, Child Care ***YMCA of Eastern Ontario*** **Kingston – Arbour Heights**

Employment Category: Term position (end date to be determined)

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

Compensation: \$31.00 per hour (including eligible wage subsidies)

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

- Free YMCA Health & Fitness Membership
- Professional development opportunities
- Employee and Family Assistance Program (EFAP)

Closing Date: July 27, 2026

This posting is for an existing vacancy.

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 directly to the Senior Director, Association and Child Care Services, the Supervisor will manage, coach and mentor staff as well as provide direct supervision of the Child Care Centre. The Supervisor provides leadership and stability in the development and delivery of 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:

- Oversee and develop programs in accordance with YMCA Playing to Learn (YP2L) curriculum and program statement.
- Supervise, recruit, onboard and manage performance of a staff team.
- Model effective leadership behaviour that aligns with the YMCA of Eastern Ontario core values.
- Inform and educate staff on best practices and pedagogy, which translate into program delivery.
- Coordinate, complete and ensure the accuracy of all records and reports.
- Prepare staff schedules and authorize 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 with the College of Early Childhood Educators
- Minimum of two (2) years of supervisory experience in a child care setting
- Previous YMCA experience 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
- Current Standard First Aid and CPR "C"
- Record of up-to-date immunizations
- Current Safe Food Handlers Certificate

Competencies:

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

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

YMCA of Eastern Ontario
100 Wright Crescent
Kingston, ON K7L 4T9

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