



SOUTH ARM COMMUNITY ASSOCIATION

8880 Williams Road, Richmond, British Columbia V7A 1G6 • Telephone 604-238-8060 • Fax 604-238-8065

CHILD DEVELOPMENT COORDINATOR

Applications are being accepted for the position of Child Development Coordinator at South Arm Community Centre. Reporting to the Association Board's Program/Child Care Committee, Community Facilities Coordinator, oversee the community association's licensed child care programs by providing overall vision and direction for the planning, coordination, integration, implementation and evaluation of School-Age Care and Summer Daycamp programs.

Duties and Responsibilities:

- Create, plan, supervise, implement and evaluate developmentally appropriate and age specific children's programs that address the needs of the whole child – socially, physically, intellectually, creatively and emotionally and which respect community diversity.
- Oversee ongoing development and evaluation of the School-Age Care and Summer Daycamp programs.
- Interview, hire, train, develop, supervise, evaluate and schedule staff and volunteers.
- Develop and implement workshops and training for all staff; provide orientation, mentoring and be a resource for staff.
- Hire extra support if funded or required; ensure staff schedules, sub list and class 4 driving assignments are complete.
- Monitor and review child care practices to ensure policies and procedures are being adhered to and provincial licensing requirements are met and maintained.
- Liaise with Board of Directors, Program Committee, Community Facilities Coordinator, Health Professionals and Licensing Officer to report on programs; liaise with schools, agencies and consultants to provide promotional information for School-Age Care and Summer Daycamp programs.
- Coordinate ongoing registration, meetings with parents and monthly payments, send out notices regarding seasonal programs and daycamps which encourage family and child development.
- Attend a variety of meetings as required.
- Promote licensed child care and summer day camp programs; develop, plan and submit information for the seasonal Recreation and Culture guide; participate in the development of promotional materials and newsletters; assist with and support community events as required.
- Work with staff to develop and maintain the program's goals and objectives; facilitate inter-staff communication and team work.
- Ensure the physical and emotional program environment is safe for children.
- Develop and maintain budgets.
- Develop, implement, evaluate and maintain all records, forms, policies and procedures; ensure programs adhere to all government and licensing standards.
- Research and administer grants from various funding agencies.
- Supervise the maintenance, repair and purchasing of all equipment and supplies.
- Administer all aspects of transportation including passenger safety.
- Responsible to document and report child abuse to supervisors and the Ministry.
- Responsible to fill out accident report forms.
- Other related duties as assigned and may vary according to facility.

Required Qualifications:

- Grade 12 plus 80 hours of child care related courses (i.e. education, supported child development, human resources, child development and program planning) and a minimum of four years experience working with children, including a supervisory role; or, an equivalent combination of education and experience
- BCRPA High Five - Principles of Healthy Child Development Certification
- Licensing requirements submitted prior to start date;
 - Standard or Emergency First Aid including CPR C,
 - Physician's note,
 - 19+yrs. Of age,
 - Police Information Check

Desired Qualifications:

- Early Childhood Education Diploma/Certificate
- Class 4 driver's license
- Bachelor of Education or related field
- Diploma/certificate in School-Age Care

Hours of Work and Remuneration:

- 35 hours per week
- \$33.76 - \$38.01 per hour
- Benefits package after 6 months

Interested candidates may apply for this position by sending a resume with a cover letter that reflects their knowledge, skills and abilities relevant to the position. Deadline to apply is **Sunday, September 20, 2026 at 5pm**. Please send your application to:

Kevin Cromie, Community Facilities Coordinator
Email: kcromie@richmond.ca

The South Arm Community Association thanks all applicants in advance for their interest. Only those candidates under further consideration will be contacted.