



EMPLOYMENT OPPORTUNITY CHILD DEVELOPMENT SUPERVISOR 1 East Richmond Community Association

Applications are now being accepted for a Child Development Supervisor 1 position with East Richmond Community Association's Licensed Out-of-School Care Programs. Reporting to the Child Development Coordinator, this position is responsible for the overall operation of a licensed school-aged care program for children ages 5 – 12 years.

DUTIES AND RESPONSIBILITIES:

- Participate in the creation, planning, implementation and evaluation of developmentally appropriate children's programs that address the needs of the whole child - socially, physically, intellectually, creatively and emotionally and which respect the diversity of families within the program.
- Assist the Child Development Coordinator to oversee and direct staff in school-aged childcare programs.
- Participate in interviewing and hiring staff; conduct staff orientation related to program environment and staff manual; facilitate regular staff meetings; provide staff with a shift schedule and conduct staff evaluations.
- Develop and demonstrate child guidance techniques; encourage children to take responsibility for their actions and to develop problem-solving skills.
- Liaise between the program, schools, and community professionals; liaise between instructors and Coordinator.
- Ensure the physical and emotional program environment is safe for children.
- Document children's unusual behavioural and developmental changes in confidential book; sign off on accidents, contagious illnesses and licensing incidents to licensing officer and/or appropriate city staff; document and report suspicions of child abuse to Child Development Coordinator
- Ensure all programs meet provincial licensing requirements.
- Maintain and reconcile monthly budgets.
- Other related duties as assigned and may vary according to facility.

REQUIRED QUALIFICATIONS:

- 20 hours of childcare related courses for licensing requirement
- Additional 20 hours of childcare related courses and minimum 1 year experience working with children, or an equivalent combination of education and experience
- 19+ years of age
- Standard or Emergency First Aid and CPR
- Successful candidates will be required to pass a criminal record check
- BCRPA High Five - Principles of Healthy Child Development Certification (can be acquired after hiring)

DESIRED QUALIFICATIONS:

- Experience working with children that require extra support
- Experience leading/managing a group or team
- Class 4 Driver's licence
- Budgeting and administrative experience

HOURS OF WORK AND REMUNERATION

- 30-40 hours per week
- \$21.79 per hour

Please send Resume, Cover Letter and References by email to:

Julian Hui – Child Development Coordinator – jhui1@richmond.ca

12800 Cambie Road, Richmond, BC, V6V 0A9

The deadline for receiving applications is **open until position is filled.**

We would like to thank all applicants in advance for their interest. Only those candidates under further consideration will be contacted.

