



HAMILTON COMMUNITY ASSOCIATION

5140 Smith Drive, Richmond, British Columbia V6V 2W5

Telephone (604) 238-8055 Fax (604) 238-8053

Job Posting – Director of Childcare Services

The Hamilton Community Association, working out of the Hamilton Community Centre, is currently accepting applications for the Director of Childcare Services position. The Director of Childcare Services oversees the community association's licensed childcare programs by providing overall vision and direction for the planning, coordination, integration, implementation and evaluation of School-Age Care, Preschool and Summer Day Camp programs.

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.
- Provide vision and direction for the planning, coordination, integration, implementation and evaluation of the school-age, preschool and summer programs which include indoor/outdoor, active/quiet and individual and group activities.
- Interview, hire and evaluate staff and volunteers; develop and implement workshops and training for all staff; provide orientation, motivation, 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.
- Direct and evaluate activities and experiences for children using modeling, observing, questioning, demonstrating and reinforcing techniques.
- Ensure staff are adhering to and aware of changes to the programs goals and objectives, licensing regulations, and the centre's policies and procedures.
- Liaise with staff on a daily basis and ensure the supervisory team conducts regular staff meetings.
- Collaborate with the Board's Childcare committee and staff to ensure all programs are operating effectively and efficiently
- Liaise with Child Development Support staff, Supported Child Development consultants and families whose children require extra support. Attend meetings and work with professionals that are involved with the child to ensure the children's needs are met.
- Liaise with community organizations and health professionals, government agencies and other external agencies as required
- Promote licensed child care, preschool and summer day camp programs; develop, plan and submit information for the seasonal Parks, 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 teamwork.
- Coordinate and/or assist with program-related special events.
- Act as a resource for families.
- Ensure the physical and emotional program environment is safe for children.
- Coordinate, facilitate and keep appropriate records meetings with families regarding the needs of specific children, as well as the development of individual care plans.
- 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 100 hours of child care related courses (i.e. education, supported child development, human resources, child development and program planning) and a minimum of five years' experience working with children, including a supervisory role; or, an equivalent combination of education and experience.

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

Desirable Qualifications:

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

Hours of Work/Remuneration:

- 35 hrs/week, primarily Monday to Friday
- Occasional evening and weekend work will be required
- \$36.14 - \$39.66/hour
- Benefit package after 3 months

Interested candidates may apply for this position by sending a cover letter and resume by email or drop off in person to:

Stef Myler –Coordinator, Leisure Services
Hamilton Community Centre - 5140 Smith Drive
Richmond, B.C. V6V 2W5
Email: Hamilton@richmond.ca

Deadline for receiving applications is September 30, 2026.

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