



## Manager, Child Care

**Location:** Queen's Park YMCA Child Care Centre – Penticton, BC

**Schedule:** Full-Time (40hrs/week)

**Compensation:** Competitive salary + \$4/hr ECE Wage Enhancement top up and Full-time benefits include 3 weeks paid vacation, paid sick days, family responsibility days for family members, extended health and dental, membership to Y facilities for self and family, and annual Y pension of 5% (after 2 years)

**Start Date:** January 3, 2022

*Working at the YMCA means you are part of a fun, positive working environment. At the YMCA, people are our greatest asset. We provide professional development opportunities, free trainings, and opportunities for growth and promotion. Join us and work at our Queens Park Child Care Centre location in Penticton!*

*The YMCA Child Care division is looking for a manager with high leadership and supervision skills. This individual excels at multi-tasking, taking initiative while balancing competing demands, and provides superior service to our children and families.*

*The Child Care team is dynamic, supportive, and growing! Already the YMCA's across Canada are the largest provider of care in our country and here locally we expanding too. The YMCA*

*of Okanagan has a child care growth plan that currently operates 13 child care locations, serves over 500 families and is on target to serve up to 900 families by building and opening several more child care centers over the next few years. Are you passionate about the development, wellbeing, and education of children of all ages and do you feel that you can provide leadership and support to multiple programs, educators, and professional staff in the areas of Early Years and School Aged Child Care? If you find this exciting, then we want to hear from you!*

### If the following sounds like a good day at work, then this job might be for you!

- The Child Care Manager oversees and ensures smooth day-to-day departmental operations and provides effective leadership, creating a positive work environment where employees feel empowered, valued and excited
- Provide management and leadership to a variety of licensed child care programs (eg. Preschool, infant-toddler care, 3-5 care, before and after school care, summer camp etc.) in adherence with applicable YMCA policy and procedures, licensing regulations, legal requirements, and YMCA curriculum standards.
- Supports the implementation of Child Care programs and services to meet the commitments and targets set in the Association's annual operating plan; entails the management of program budgets, and other special projects, while ensuring all programs operate at maximum capacity.
- Provides leadership, training, and direction to Child Care employees and volunteers, to ensure the various YMCA curriculums, and best practices are consistently maintained in the programs to support children's development and learning.
- Directly communicates with families and coaches employees to resolve problems and negotiate solutions with families, as well as employee issues.
- Works independently, making decisions and executing work with minimal support, in an environment with many urgent and competing priorities.
- Participates in YMCA of Okanagan community initiatives such as; Strong Kids Campaign, Healthy Kids Day, etc.

### We'd love to hear with people with:

- Minimum 3 years of experience in people management in either licensed child care, child development, or a community/social services program that also includes budgetary/fiscal management.
- Post-secondary education related to Early Childhood Education and/or Social Sciences
- Drivers license is required (mileage is compensated)
- Must have current First Aid Certification - CPR-C or willingness to obtain



## Competencies:

- **Commitment to Mission, Vision and Values:** Demonstrates and promotes a personal understanding of and appreciation for the mission, vision, and values of the YMCA of Okanagan.
- **Service Orientated:** Deliberately identifies and creates opportunities to enhance each and every individual's YMCA experience. Creates action plans to resolve any service gap areas.
- **Relationship Building and Collaboration:** Builds positive interactions, listens attentively, and communicates effectively to create an open communication environment. Share information, best practices, and resources with colleagues.

## The YMCA's Commitment to Trust, Safety and Equality:

As part of a trusted charitable organization, you can expect to receive excellent services and safety training throughout your YMCA career. As the first step in your journey, you will be required to:

- Provide 3 references of a professional nature (Ex. employer, supervisor, colleague, teacher, coach, etc.)
- Provide a satisfactory Criminal Record Check/Vulnerable Sector Search issued no later than six (6) months preceding your start date. The YMCA will provide applicable instructions and paperwork.

The YMCA of Okanagan is an equity employer and encourages applications from all individuals who may contribute to the diversity of our workplace. This includes persons with diverse abilities, persons of color and ethnicity, Indigenous persons (First Nations, Metis, and Inuit), and people of all sexual orientations and genders.

If your application results in OR you are hired, prior to your start date and as a condition of your employment, you will be required to provide proof that you are **fully vaccinated against COVID-19** or have a valid medical or religious exemption.

## What's next:

Please apply with resume and cover letter online [here](#) or via email to:

**Chloe Baron**, Manager of Community Programs – Children & Family Services  
[chloe.baron@ymcaokanagan.ca](mailto:chloe.baron@ymcaokanagan.ca)

**Application deadline:** Interested applicants are asked to apply **as soon as possible**; Interviews will commence upon resume submission and position will be open until filled.