



YMCA of Owen Sound Grey Bruce

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ymcaowensound.on.ca

We're Hiring!

RECE School Age Lead –Maternity Leave
Port Elgin

Effective: April 30th 2018

Salary: \$17.86 - \$20.30

Situation:

Recently the YMCA of Owen Sound Grey Bruce is looking to hire a School Age Lead for our Port Elgin Before and After School Programs, as well as being responsible for Summer Camps, P.D days and March Break programming. This position is a Maternity leave position.

Nature and Scope:

Reporting to the appropriate Child Care Supervisor, the School Age Lead will be responsible for providing support in the area of programming for J.K – 12 years. The Lead will be responsible for 4 Before and After School Programs. The Lead will have approximately 10 hours administration per week plus regular school age programming. These positions are maintained throughout the year.

These hours will be dependent upon necessary programming within the school age program as well as being part of the staffing team during all camps and fill in during the rest of the programming year. This support will help in ensuring that the standards within the YMCA remain constant.

The Leads will also provide support through a variety of ways to the child care supervisor by ensuring adherence to the YMCA Mission, Vision and Values; ensuring that quality standards, and the implementation of the YMCA Healthy Child Development. Compliance with all legislative requirements set forth by the Ministry of Education under the CCEYA, Municipalities, Public Health and Fire Departments is also required.

Responsibilities:

- Follow the guidelines/regulations of the CCEYA and YMCA Policies and Procedures.
- Oversees the preparation and implementation of program plans.
- Ensures a wide variety of developmentally appropriate activities including social, creative, emotional, cognitive and physical activities are provided.

*Building healthy
communities*



- Aiding in supervising and evaluating staff performance.
- Direct involvement in program operation including covering and helping to maintain staffing ratios within the Before and After School Age programs.
- Be responsible for billing, stats and possible follow up on outstanding accounts
- Maintain open lines of communication with staff, parents and external site specific contacts
- Maintain registration throughout the year as well as any pre- registration in June
- Attend functions that profiles the program e.g. Let's Learn Clinics
- Will be responsible for PD days and camps
- Conducts regular centre staff meetings.

Supervisor Support Component

- Aid in for hiring, orientation and training staff for School Age, camps, and volunteers.
- Aid in the Payroll process
- Aid in debit machine deposits
- Other tasks as determined by Program supervisor

Qualifications:

- Degree in Child Development or related field and/or Diploma in Early Childhood Education, Child and Youth or a Recreation Diploma
- Thorough knowledge of the CCEYA, Public Health and Fire Department requirements.
- Understanding of the YMCA Playing to Learn Curriculum and YMCA Healthy Child Development.
- Experience in and demonstrated results in people management, program management and volunteer management.
- Excellent interpersonal and communication skills, both written and verbal.
- Word processing and excel computer skills.
- Current (within the past 90 days)Police Reference Check, Standard First Aid and CPR required, enrollment in the College of ECE's
- Must process a vehicle and valid driver's license

Competencies:

Teamwork: Participates actively in a team for organizational effectiveness.

Communication: Communicates in a thorough, clear and timely manner and supports information sharing and goal achievement across the association.

Leadership: Able to develop and direct performance of others and self to achieve desired results and the capacity to handle the challenges team development may present.



Coaching and Development: Commits to assisting participants, volunteers, staff and self in continuous learning and self-development.

Concern for Health and Safety: Acknowledges and understands how to manage and educate others of risk and harm reduction.

Sense of Community: Demonstrates an awareness and understanding of communities and responds to their needs.

Only candidates selected for an interview will be contacted.

Interested candidates please submit a resume to Amanda Pinch Port Elgin Child Care Supervisor, apinch@ymcaowensound.on.ca , April 2nd 2018

The YMCA of Owen Sound Grey Bruce values the diversity of people and communities and is committed to excellence and inclusion in our Association. We are committed to an environment that is barrier free. If you require accommodation during the hiring process, please inform us in advance to arrange reasonable and appropriate accommodation.