

Sunset Child Care Society



8064 Buscombe Street Vancouver BC V5X 3S1 Phone/Fax (604) 325-3817 Email: sunsetdaycare@telus.net

EXTERNAL POSTING

Posting Date: Jan 30, 2019

Closing Date: Feb 5, 2019

Note: Resumes will be accepted until *suitable candidate is found*

ACTING SENIOR ECE SUPERVISOR

(Mat leave position)

Sunset Daycare needs a leader! A competent individual able to supervise in an inclusive and welcoming environment with a team of fun, creative, skilled staff who work with diverse families and amazing children! We are looking for someone with the following qualities;

- enthusiastic
- organized
- team player
- approachable
- passionate about children
- energetic
- tactful
- respectful
- good communication skills
- has knowledge & experience in emergent curriculum and Reggio

Sunset is an integrated group child care center for children 2 ½ -5 years of age. We are located on Buscombe Street at 64th Avenue, between Main Street and Fraser Street, one block north of Marine Drive in South Vancouver.

JOB REQUIREMENTS/DETAILS (but not limited to):

- Supervise the day-to-day operations of the center
- Manage administrative tasks including payroll, grant writing, financial duties, AGM etc...
- Liaison with the Board of Directors, prepare materials for and attend Board or related meetings
- Establish positive working relationships with staff and families
- Function as a regular team member within the program
- Perform program related tasks such as; activities, group times and housekeeping tasks
- Work 7-hour (35 hrs per wk) shifts between the hours of operation Monday–Friday
- Supervise children and be counted in staff: child ratio
- Attend and set agenda for monthly staff meetings
- Oversee other administrative tasks shared among the staff team such as timesheets, scheduling, enrolment/waitlist management etc...
- Experience with emergent curriculum/Reggio Emilia an asset

QUALIFICATIONS:

- Valid Early Childhood Education Certificate (**required**)
- Valid License to practice in Early Childhood Education (**required**)
- Valid First Aid certificate (**required**)
- Supervisory experience (minimum two years **required**)
- Experience working in a daycare or preschool setting (**required**)
- Experience working with children who require extra support (special needs certificate **an asset**)
- Excellent communication, organizational, leadership and administrative skills
- Strong sense/awareness of working in multicultural and inclusive settings

Remuneration:

- \$25.46 per hr + full employer paid benefits after a successful probation
- This position requires Union membership BCGEU local 303.

Submit resumes to:

Mail: Geraldine Clevette, Child Care Manager
3981 Main Street, Vancouver BC V5V 3P3

Email: geraldine_clevette@lmnhs.bc.ca (subject: Acting Senior ECE Supervisor Posting)

Fax to: 604-879-7113

No Phone Calls! Only shortlisted candidates will be contacted

*This position is open to male and female applicants
We are an equal opportunity employer*