



## Apply now – Advance your Child Care Career!

**Role:** Coordinator of Early Years Programs, Highland

**Wage:** \$54,000.00 - \$58,451.34 Annual Salary, plus Government Wage Enhancement (currently \$4.00/hour for fully certified Early Childhood Educators)

**Benefits:** YMCA membership, paid sick days for yourself and family, 8% vacation pay (includes scheduled operational closures), paid training, full benefits package, 5% employer-matched pension, discount on child care (excluding IT Care), education and career advancement opportunities

**Hours:** Full-Time, Monday to Friday  
Flexibility required to meet day-to-day operational needs of the centre

**Location:** YMCA Highland Family Development Centre

**About the Program:** The YMCA is the largest not-for-profit provider of child care in Canada and the YMCA of Northern BC is the largest provider in the north, serving: Chetwynd, Dawson Creek, Fort St. James, Fort St. John, Prince George, Pouce Coupe, Tumber Ridge and Vanderhoof. YMCA Child Care is a home away from home.

### Responsibilities of this role:

- Responsible for relationship building, coaching and performance management
- Accountable for achieving operational goals and delivering the business plan for the Early Years programs at Highland Family Development Centre
- Ensures quality delivery of YMCA Playing-To-Learn curriculum that aligns with Y mission, vision and goals
- Oversight of staff schedules and recruitment, in partnership with fellow Managers
- Maintain confidentiality of information related to the centre, children, families, and staff
- Adhere to and ensure compliance with all Child Care Licensing Regulations and YMCA Child Protection Policies

### Qualifications:

- Post-secondary diploma in Early Care and Learning or a related field or combination of education and experience
- Current BC License to Practice
- Experience in the development and leadership of an effective, engaged team
- Experience in child care and child development
- Current child care First Aid certificate or willingness to obtain
- Satisfactory Criminal Record and Clear Vulnerable Sector Search
- Immunization record including TB test
- Three satisfactory professional references

**To apply:** Send a short cover letter and resume to  
Andrea Conley  
Manager of Child Care Operations, Early Years Programs  
[Andrea.Conley@bc.ymca.ca](mailto:Andrea.Conley@bc.ymca.ca)

The YMCA thanks all those interested in this position. Only those selected for an interview will be contacted.

