



Little Mountain Neighbourhood House Society
3981 Main St, Vancouver, BC V5V-3P3
Phone: 604-879-7104 Fax: 604-879-7113

INTERNAL & EXTERNAL JOB POSTING

Posting Date: July 26, 2023

Closing Date: Until suitable candidate is found.

Starting Date: September 5, 2023

LMOSC – OSC Coordinator

Job Summary:

The LMOSC Coordinator works with a team to support and direct the supervision of children ages 6 to 12 years old. They will establish and maintain positive communication with staff, parents, children, and other professional. The LMOSC Coordinator promotes children's social, physical, intellectual, creative, cultural, and emotional growth and development. They will be able to supervise the program, children, staff, and complete administrative tasks in a timely manner. If you love to work with school age children, we would love to meet you.

Key Duties:

- Ensure that all safety standards are implemented and maintained.
- Maintains child staff ratios, and all licensing regulations.
- Supervises, gives direction, feed-back to the staff.
- Program plans, prepares, and carries out developmentally appropriate programs and activities.
- Maintains confidentiality, keeps records, and reports problems or concerns to Child Care Manager
- Follows LMNHS and LMOSC's policy, procedures, philosophy, and mission statement.
- Keeps program facilities and equipment safe and clean, reporting any repairs and concerns.
- Grocery shops for food, program supplies and materials
- Handles petty cash.
- Collects and hands in the parent fees.
- Sees that the monthly newsletter is developed and handed out to the families.
- Communicates with the school principal, janitors, secretaries, and other VSB professionals.
- Works with the Licensing Officer, Supported Child Development & other professionals.
- Works with Little Mountain Neighbourhood House's staff directly
- Keeps the Child Care Manager abreast of how the program is operating, as well as if there are any other issues/problems that come up.
- Maintains a substitute list.
- Works with staff to develop and execute fundraising for the LMOSC.
- Attends meetings with Child Care Manager and other professionals as needed.
- A team player, someone punctual, organized, takes initiative, and is fun loving.
- Performs other related duties as required.

Qualifications:

- Minimum age 19 years **Required.**
- 20 hrs of Responsible Adult Training or equivalent in accordance with licensing requirements **Required.**
- **ECE** and or School Age Certificate or Work experience with school age **an Asset**
- Minimum 3 yrs. Supervisory experience
- First Aid Certificate **Required**
- Class 5 driver's license **Required.**
- Class 4 driver's license **an Asset.**
- Completion of a clear Criminal Record Check by the Criminal Records Review Act. **Required**
- Character/Work references.
- Experience working with children in a childcare setting.
- Additional language/s, and experience in working in a multicultural environment is an asset.
- Creative Initiative and a sense of humor.

Remuneration: **\$25.00** per hour (depending on experience) plus \$4.00 per hour for those who qualify for the ECE-WE. Also, full benefits after a successful 6 months' probationary period Benefits include 100% Employer paid MSP, Extended Health/Dental benefits with Pacific blue cross and RRSP. Plus, pro-rated vacation leaves, and sick days

Hours: 35 hrs per week (**No** split shifts) Mondays to Fridays

Apply to:

Geraldine Clevette
Child Care Manager
geraldine_clevette@lmnhs.bc.ca

SORRY NO PHONE CALLS PLEASE, ONLY SUCCESSFUL CANDIDATES WILL BE CONTACTED

We are an equal opportunity employer.