



# SOUTH VANCOUVER NEIGHBOURHOOD HOUSE

6470 Victoria Dr., Vancouver, BC V5P 3X7 ph: 604-324-6212 fax: 604-324-6116 website: www.southvan.org

Welcome Bienvenue Chào mừng Quý Vị ਜਮਾਇਆ ਠੂ Bienvenidos 환영합니다

## Out of School Care Supervisor Job Posting (Internal & External)

### Job Overview

South Vancouver Neighbourhood House is seeking an energetic, creative and experienced Supervisor to lead Poppins Preschool. The Preschool Supervisor will work under the general direction of the ECD & Childcare Director to supervise program. Specific areas of responsibilities include:

- Plays a leadership role in the team to organize and direct daily activities.
- Assists in leading the team in planning, developing, evaluating and implementing a responsive curriculum that is Reggio inspired, inclusive and developmentally appropriate.
- Ensures the program is in compliance with the Vancouver Coastal Health Childcare Licensing standards and SVNH program policies and procedures.
- Assists in planning, organizing and coordinating resources, equipment and supplies in order to ensure smooth delivery of the program.
- Builds and maintains collaborative relationships with other community service providers.
- Ensures the children's files are complete and up to date and proper attendance keeping. Writes program reports and keeps other program related documentations in place.
- Trains new staff and supervise practicum students and volunteers.
- Communicates and promotes program information both internally and externally.
- Lead Preschool/Childcare fundraising projects.
- Purchases materials and supplies for the program.
- Participates in ongoing internal and external professional development.

### Qualifications and Skills

- Passion in working in the field of childcare in a non-profit organization with a desire to grow in this field.
- Minimum 5 years of experience working in a licensed preschool setting.
- Minimum 2 years of supervisory experience.
- ECE diploma/degree, Special Needs ECE certificate/diploma & ECE License to Practice
- Valid First Aid & Food Safe. Clear Criminal Record and Dr's note upon hire required.
- Sound knowledge of child development and experience working with children with special needs.
- Able to build strong relationships with the children, families, consultants, school staff and other community members.
- Excellent communication and organizational skills.
- Able to multitask and problem solve.
- Experience with Microsoft Office.
- Knowledge of South Vancouver community and resources.

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## **Hours:**

35hrs/week, permanent full time

Wage: \$19.87 – \$22.20/hour (dependent up on qualifications) plus benefits plan and funding for professional development

**Position Start Date:** August 31, 2017

**Please send covering letter and resume by July 24, 2017 to:**

Jeanette Wong, ECD & Childcare Programs Director

South Vancouver Neighbourhood House

6470 Victoria Drive, Vancouver, BC V5P 3X7

Email: [jeanette@southvan.org](mailto:jeanette@southvan.org)

We thank all applicants for their interest. Only shortlisted candidates will be contacted. No phone calls please 😊

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