

## ***Licensed Out of School Care Supervisor***

Gordon Neighbourhood House is an equal opportunity employer. Respect for the dignity and worth of every individual in the workplace is fundamental. Our organizational values are anchored in the importance of diversity, fairness, and trust.

### **Job Description**

Gordon Neighbourhood House's Licensed Out of School Care program is looking for an energetic, dynamic, and creative supervisor to coordinate and implement engaging and educational programming for children ages 5 – 10. The Out of School Care Supervisor will be required to develop a program philosophy, perform administrative duties, and supervise staff, volunteers, and up to 24 children in a variety of skill-building and stimulating activities, based on Gordon Neighbourhood House's mandate and vision. Gordon Neighbourhood House is looking for an interactive and positive role model who can engage with children from diverse backgrounds in a supportive and inclusive environment, while ensuring Child Care Licensing Regulations are being met.

**Compensation:** \$19.02

**Hours:** Monday-Thursday 2:00-6:30, Friday 2:30 – 6:30

### **Qualifications**

- Post secondary education in Child and Youth Care, Education, or a combination of relevant coursework and employment experience, meeting licensing requirements.
- Strong communication skills and ability to work effectively in a team-setting.
- Experience working within a budget, tracking data, and conducting surveys.
- Ability to facilitate, implement, and modify programs for large groups of children with differing abilities.
- Experience working in a licensed facility, in a leadership role with children ages 5-10
- Effective time management, organization, and oversight of activities while working with a diverse range, age, and ability of children.
- Knowledge of behaviour management techniques
- Valid First Aid certification
- Food Safe
- Class 4 license an asset

### **To Apply**

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*This is an internal posting.*

*Only those short-listed will be contacted.*

***This position will be posted until filled.***

**Please e-mail resume and cover letter to:**

Isabel Ashton, *Child, Youth, & Family Programs Coordinator*

Fax: 604-683-4486 or [isabel@gordonhouse.org](mailto:isabel@gordonhouse.org) (**NO PHONE CALLS PLEASE**)