



INTERNAL/EXTERNAL POSTING **Childcare Administrator**

Alexandra Neighbourhood House is looking for a caring, passionate, creative and flexible individuals to join our dynamic childcare team as a **Childcare Administrator (CA)**.

Our team is supportive, caring and collaborative we are committed to providing childcare programs where children are valued for their wonder and curiosity, their unique perspectives, their ability to play, and their capacity for meaningful work. We are inspired by the Reggio Emilia approach to learning alongside the BC Early Learning Framework. At Alexandra Neighbourhood House we look at coupling the principles from these approaches to learn through the delight in children, understand the value of play, their vision, knowledge, skills and have a strong commitment to families. As a member of the Association of Neighbourhood Houses of BC (ANHBC) we are an equal opportunity employer. We place a high value on diversity and encourage qualified individuals from all backgrounds and identities to consider applying for the position. Our total compensation and benefits package reflect our commitment to our staff and their family.

Purpose and Responsibilities:

The **Childcare Administrator (CA)** is responsible for ensuring the effective development, and implementation of a variety of administrative supports for Alex House childcare programs. This may include program registration, payment processing, inventory tracking and purchasing, documentation tracking, transportation of children, answering general inquiries and other duties as required. The CA will be an assistant to the Child Care Director and child care team ensuring all operational and licensing requirements are supported. Other related duties as required.

Duties and Responsibilities:

- Oversee reception during each shift, including meeting/greeting walk-ins, responding to general emails, general phone calls, and supporting staff/volunteer receptionists during shift.
- Develop, implement, and monitor administrative systems to support childcare centre(s) registration processes, payments, EFT, ACCPAC data entry, policy and procedure writing in consultation with the Child Care Leadership team and Alex House Admin team.
- Ensure that staff files are maintained and up to date to HR and Child Care licensing requirements including support for vacation schedules, sick leave, payroll hours, etc.
- Assist with accounting and administrative duties, as directed, including cash receivable/receipts, preparing bank deposits for childcare payments, and preparing refunds payable to parents.
- Support collaborative child care partnerships including the preparations of reports when needed.
- Support the purchasing and tracking of childcare equipment and supplies when needed.
- Assist with special events, including Alexandra Festival/community engagement activities in collaboration with relevant ALEX NH staff, Board and/or volunteers, including distributing marketing materials for events for childcare.
- To provide first aid attention when circumstances require such attention and only when his/her first aid certification is current.
- Transporting of children to and from school or on field trips when needed.
- Other duties as required.

Qualifications:

- ECE certificate or certificate in Office Assistant/Secretarial or equivalent/training and experience.
- Experience working in a childcare setting an asset. Including working in an administrative role an asset.
- 3-5 years' experience working in a fast-paced environment, preferably in a front-line capacity



ASSOCIATION OF
NEIGHBOURHOOD
HOUSES BC



- 3- 5 years' experience working with financial processes.
- Proficiency with computers(Mac system) and computer software including accounting programs, Microsoft Office (word, Excel, etc.), Accpac a must, File maker Pro processing, CAFT data base and computerized registration systems.
- Comprehensive understanding of Childcare Licensing requirements.
- Experience in social media, and other tech related needs including setting up emails
- In a non-profit community-based organization, have the ability to work in a multicultural and inclusive environment
- First Aid certificate (Level One Occupational First Aid)
- Criminal record clearance
- Class 4 License

Terms – Permanent Full-Time Childcare Administrator position (35 hours/week)

Salary: -\$20.20-\$22.38 plus \$4 WE-depending on qualifications the hiring range is ANH Band OP2 S1-S3

Start Date: As soon as possible

How to apply: send resume to Stefani Chandler, Director Childcare at schandler@alexhouse.net

Deadline: Friday, December 01, 2023 (until position filled)

As a member of the Association of Neighbourhood Houses of BC (ANHBC) we are an equal opportunity employer. Our work is centred on inclusion and equity, to build social connection and to break down discrimination through community building. We strongly encourage application from people who identify as Black, Indigenous, and People of Colour (BIPOC), individuals with disabilities, and members of the LGBTQIA2S+ communities. Our total compensation and benefits package reflects at our commitment to our staff and their family.

We acknowledge that our houses, camps and central services office are situated on the stolen, traditional, ancestral and unceded territories of the Coast Salish people including the Musqueam, Squamish, Semiahmoo, Kwantlen, Katzie, Tsleil-Waututh, Kwikwetlem, Tsawwassen and Sto:lo Nations.

For more information about Alex House visit www.alexhouse.net and ANHBC, visit www.anhbc.org
We thank and acknowledge all applicants and will proactively contact those selected for interviews.

ANHBC Member Houses:

Alex NH, Cedar Cottage NH, Frog Hollow NH, Gordon NH, Kitsilano NH,
Marpole NH, Mount Pleasant NH, South Vancouver NH and Sasamat Outdoor Center