



# Cedar Cottage Neighbourhood House

4065 Victoria Drive, Vancouver, BC V5N 4M9 Tel: 604 874-4231 Fax: 604 874-7169 [www.cedarcottage.org](http://www.cedarcottage.org)

## Employment Posting School Age Supervisor at Queen Alexandra Out of School Care

- *The Association of Neighbourhood Houses of BC (ANHBC) builds healthy and engaged neighbourhoods by connecting people and strengthening their capacity to create change.*
- *ANHBC is the legal entity and umbrella organization made up of eight neighbourhood houses, an outdoor camp and central services. We operate more than 300 community-based programs and services for a diversity of participants. At ANHBC, we are committed to Reconciliation, Decolonization and Anti-racism. Together with community, we build strong and supportive relationships at welcoming and inclusive sites throughout Metro Vancouver. To learn more about ANHBC, visit [www.anhbc.org](http://www.anhbc.org)*

ANHBC is currently seeking a Childcare Supervisor who shares ANHBC's values to join our Cedar Cottage Neighbourhood House team. Neighbourhood houses are highly collaborative with a strong team framework. The right person for this position is passionate about community development, social justice and is values-aligned with our organization.

About the position: The supervisor is responsible to provide leadership in the delivery of a licensed school age program both before and after school. Queen Alexandra will be expanding to 65 spaces in September and we will be operating out of a portable and the lunchroom of the school. The key responsibilities:

- Be familiar with current licensing regulations, policies, and is responsible to implement them as directed.
- Plan and conducts staff meetings, reviews timesheets, ensures child records are maintained and do fieldtrip and activity calendar planning.
- Work in collaboration with the Program Coordinator to plan, supervises and evaluate the work of staff, volunteers and students.
- Provide orientation to families to the program, meets with families when needed, communicates regularly with families.
- Work as a front-line childcare worker

### About you:

- Passionate about working with school age children
- Have a minimum one-year experience working with children in a licensed or recreational setting. ECE and Special Needs ECE an asset.
- Have Early Childhood Education, CYCC or equivalent and 20 hours or Responsible Adult Training or Equivalent as required by BC Childcare Licensing
- Be knowledgeable of the 2019 BC Early Learning Frameworks and inclusive practice.
- Hold a valid First Aid, Food Safe, clear Criminal Record and an immunization record.
- Have sound knowledge of BC Childcare Licensing Regulations and child development.
- Be experienced in working with children with varying abilities in a diverse and inclusive setting.
- Be able to work in a team setting and experienced in working in a multi-cultural environment
- Experience leading others
- Have strong interpersonal and communication skills
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**Submit Resumes to:** Karen Cooper, Director of Childcare Services, [kcooper@cedarcottage.org](mailto:kcooper@cedarcottage.org)

**Internal application deadline:** July 19<sup>th</sup>, 2024



ASSOCIATION OF  
NEIGHBOURHOOD  
HOUSES BC

### Association of Neighbourhood Houses of British Columbia

Member Houses: Alexandra, Cedar Cottage, Frog Hollow, Gordon House, Kitsilano,  
Marpole, Mount Pleasant, Sasamat Outdoor Centre and South Vancouver



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**Rate of Pay:**

\$23.34-\$24.56 to start (plus BC Government Wage Enhancement for those with valid ECE)

Benefits package included

**Terms of Employment:**

27.5-35 hours per week, Monday to Friday (split shift is required)

Association of Neighbourhood Houses of BC (ANHBC) is 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 reflects our commitment to our staff and their family.

We thank and acknowledge all applicants and will proactively contact those selected for interviews.



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