



CEDAR COTTAGE NEIGHBOURHOOD HOUSE

4065 Victoria Drive, Vancouver, BC V5N 4M9 | P 604.874.4231 | F 604.874.7160 | cedarcottage.org

Internal Posting

Position: Child Care Assistant Supervisor – Out of School Care

Over the past few years, Cedar Cottage has embarked on plan to expand child care services and to develop a staffing structure to support that. Those changes have created exciting new employment opportunities at 4 of our child care programs. This is a perfect position for a child care educator that is passionate, committed and interested in expanding on their experience and leadership in child care. Out of School Care is an inclusive child care program with a capacity of up to 80 children.

Under the general direction of the Child Care Coordinator and, in conjunction with the site Supervisor, the Assistant Supervisor is the person who is in charge and takes on supervisor responsibilities on the specific days the Supervisor is not on floor. He/she also plays a leadership role in the team to organize and direct daily activities and to be actively engaged in assisting in planning, developing, implementing and evaluating the program. The Assistant Supervisor will be given designated administration tasks to support the program.

Qualifications required:

- Early Childhood Education or equivalent (ie. BA in related field, Recreation, Child and Youth Care Counselling)
- A minimum of 2 years of experience in a licensed childcare setting
- Current 1st Aid and CPR certification
- Clear criminal record search and be 19 years of age or older
- Demonstrated ability to lead planned and dynamic activities for children
- Experience in leading others
- Ability to provide a sensitive and caring environment for children and families living in the inner-city area
- Proven experience working in a multicultural environment
- Knowledgeable of the Child Care Regulations Act and the Early Learning Framework

Internal Posting Close date: July 19th, 2024

Commencement date: September 2nd, 2024

Rate of Pay: \$22.32 to \$24.32 (depending on experience) per hour to start

Hours: Minimum of 24 hours per week, some split shifts required (regular schedule will include 5 afternoons, 2 mornings, 3.5 hours off floor). This position will have extra hours when the supervisor is absent and has the potential to be up to full time with additional morning hours, full days and/or special projects.

Please send resumes to: Karen Cooper

* We thank all applicants; however only those short-listed will be contacted



Association of Neighbourhood Houses of British Columbia
Member Houses: Cedar Cottage, Crescent Beach Community Services, Frog Hollow,
Gordon House, Mt. Pleasant, South Vancouver, Kits House, Marpole NH and Sasamat Outdoor Centre



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* Must be eligible to work in Canada



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