

**Childcare Coordinator**  
Kitsilano Neighbourhood House  
(Internal/External)

**Kitsilano Neighbourhood House & ANHBC**

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 an experienced Childcare Coordinator who shares [ANHBC's values](#) to join our [Kitsilano 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.

Kitsilano Neighbourhood House (KNH) serves communities across Vancouver's west side, providing a broad range of programs, services, and support developed to meet the needs and dreams of the community. We are community builders and place makers, connecting people, ideas, and opportunities.

**About You**

We are seeking an enthusiastic, driven individual who thrives in a dynamic environment. With exceptional interpersonal skills, you have a genuine appreciation for working with children, families, and educators. Organized and skilled in time management, you excel at multitasking and taking initiative. You foster collaboration, creative problem-solving, and skill-building to empower others in achieving shared goals. Your expertise in staff training and team building strengthens the team, ensuring alignment and growth. You have a clear understanding of Childcare Licensing Regulations and the Community

Care Assisted Living Act, and are committed to making a meaningful impact in childcare. A background in early childhood education or child development is essential. Nonprofit experience is a plus.

### **About the Position**

The Childcare Coordinator is responsible for designated areas of KNH's Childcare Programs and is expected to grow this portfolio in response to community needs and funding opportunities. The Childcare Coordinator, along with peers and led by the Manager/Director, shares responsibility for overall program and community wellness within the scope of KNH's Childcare services.

The Childcare Coordinator serves as a leadership position with KNH. As such, the Childcare Coordinator is expected to take on broader management responsibilities.

Responsibilities of the Childcare Coordinator include:

- Policy development
- Develop and implement programs and services to meet the needs of the Vancouver West community
- Ensure programs and services are implemented within the House's mission, values, policies, and procedures and the vision and philosophy of Reggio Emilia
- Assess the community and organizational needs and assets, establish program(s) goals and objectives with inputs from the community, and organizational leadership
- Coordinate and manage operational resources, including human, financial and other resources in order to achieve goals and outcomes of the program(s)
- Monitor and ensure the objectives and outcomes of the program(s) meets funders' expectations, including completing program(s) reports, collect statistics and keep other program(s) related documentations in place
- Liaise and coordinate between program funders, community partners and other service providers. This includes the ability to communicate and promote program(s) information both to internal and external memberships
- Support with the program administration and monitor program(s) budget
- Assist in developing and preparing funding proposals for the program(s) and identify new funding opportunities
- Find ways to interface childcare program groups into other areas of KNH
- Support community advocacy efforts and participates in community-wide and city-wide processes that will support local early childhood development, youth, and family services

- Advocate for participant groups in the community and support the design and development of prevention and intervention programs to meet community needs
- Human resource management for staff working under their Program(s) including, recruiting, hiring, orienting, supervising, evaluating, and providing professional development opportunities.
- Support staff and volunteers to access organizational policies and procedures
- Develop and maintain communication with staff and families as appropriate/directed

### **Skills & Qualifications**

- Post-secondary education, preferably a graduate degree in Early Childhood and or related field
- Minimum Valid ECE
- 5+ years related experience
- Knowledge of the Community Care and Assisted Living Act and Child Care Licensing Regulation

### **Hours & Location**

This is a regular full-time position (35 hours per week, 5-day work week, Monday - Friday) that requires a consistent in-person presence at Maple Street - Kitsilano Neighbourhood House Childcare at Hudson Elementary School and the ability to commute to multiple Kitsilano Neighborhood House sites.

Ability to work flexible hours - may require evening and weekend work.

### **Salary & Benefits**

Competitive benefits package including group medical and pension; hourly/salary range from \$26.68 - \$29.56 Band P7, plus \$6/hr ECE wage enhancement where applicable, depending on skills and experience level.

The Association of Neighbourhood Houses of BC is an equal opportunity employer. We place a high value on equity, diversity and inclusion. We encourage individuals who are Indigenous, Black, and People of Colour (IBPOC), individuals with disabilities, and members of the LGBTQIA2S+ communities to consider applying for the position.

### **How to Apply**

All qualified individuals who share our values are encouraged to apply with resume and cover letter to [amandag@kitshouse.org](mailto:amandag@kitshouse.org) by Monday, January 20th, 2024 **with the subject line: Childcare Coordinator.**

To help us track our recruitment effort, please indicate in your cover

letter where you found this posting. We thank and acknowledge all applicants and will contact those selected for interviews. No phone calls please.

We acknowledge that our houses, camp 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, Tsleil-Waututh, Kwikwetlem, Tsawwassen and Sto:lo Nations.

*Association of Neighbourhood Houses British Columbia 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*