

School Age Care Team Lead

Job Overview

Gordon Neighbourhood House (GNH) is seeking an experienced, creative and dedicated School Age Care Team Lead for the 40-space licensed school age care program at GNH.

Role and Responsibilities

- Responsible for staff supervision and leadership of the program. Supervises on-call and regular childcare staff, manages staff schedules, supports team building and staff professional development.
- Responsible for the maintaining and development the program to meet licensing requirements, GNH's mission and vision, ANHBC's best practices, and overall best practices within early childhood education.
- Lead the staff team to plan, evaluate, and implement daily activities in line that support and promote the holistic development of the child.
- Working with the Director of Child Care, lead the Child Care Team to explore and implement innovative programming, with a focus on inclusion and accessibility.
- Builds and maintains supportive and collaborative relationships with families, community partners and service providers. Works with the Director of Child Care to develop partnerships that can enhance the program.
- Adapt to changing circumstances, handles emergencies skilfully using discretion and confidentiality. A strong risk management and health and safety lens is required for this position.
- Oversees program registration, manage waiting lists, program inquiries, program petty cash, payroll on ADP and overall, is responsible for all Child Care Program operations.
- Able to be in program on the floor and to assist with ratio and other programming needs.

Qualifications and Skills

- Valid and current BC ECE license to practice, First Aid and Food Safe
- Valid Special Needs ECE license to practice is an asset
- Clear Criminal Record Check upon hire
- Minimum 3 years of experience working in a licensed childcare in a leadership role
- Knowledge of BC Childcare Licensing Regulations and the Early Years Learning Framework
- Able to provide a reflective and emergent curriculum
- Strong written and verbal communication skills.
- Strong staff supervision and leadership skills, with a focus on team building
- Strong critical thinking skills and ability to assess and judge situations
- Enjoys working in an inclusive and diverse community
- Passion for continued learning professional development and growth
- Class 4 license an asset or willing to get class 4 license.

Employment Terms

- **Schedule:** Monday to Friday, 35 hr/week.
- **Please note that this role is in-person only.**
- **Program Hours:** Regular school days are 7:20am to 9:20am and 1 pm-6pm & flexible hours during school closures for professional development day and winter, spring and summer breaks. Administrative hours are flexible.
- **Type:** Regular Full Time
- **Wage:** \$25.92-\$27.77 depending on experience, skills and qualifications. Plus \$6 Wage Enhancement if qualified.
- **Benefits:** Excellent benefit package including vacation, paid sick time, extended health, pension plan and exceptional professional development opportunities

Position Start Date: Anticipated start date of August 11, 2025

Additional Information:

At Gordon House, we provide high-quality childcare as part of our broader commitment to a just, healthy, dynamic and intergenerational West End. We deeply embed principles of social justice into our program, which includes commitments to anti-racism, decolonization, and inclusion for children with disabilities as well as children from LGBTQ+ families. We're building an inclusive and dynamic childcare environment, and we're seeking a passionate individual to help us move our vision forward.

As a non-for-profit organization, Association of Neighbourhood Houses of BC (ANHBC) childcare programs are committed to the focusing on the areas of Well-being and Belonging: Exploration and Creativity; Languages and Literacies; Social Responsibility and Diversity.

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 positions. Our total compensation and benefits package reflects our commitment to our staff and their family. For more information about ANHBC and Gordon Neighbourhood House, please visit www.anhbc.org.

For more information about ANHBC and GNH, please visit www.anhbc.org and www.gordonhouse.org

To Apply: Please email cover letter and resume with subject line "School Age Care Team Lead" by 4pm on August 8, 2025 in confidence to jessy@gordonhouse.org.

We thank and acknowledge all applicants and will proactively contact those selected for interviews. No phone calls or emails please.