



Alex House

INTERNAL/EXTERNAL JOB POSTING

Child Care Coordinator

With respect, Alex House operates on the stolen land of the Coast Salish Nations, the Semiahma (Semiahmoo), ḡicé y' (Katzie), and q'wa:nł' ən' (Kwantlen) Nations

Welcome Bienvenue Chào mừng Quý Vị ਜਯਾਇਆ ਨੂ Bienvenidos 환영합니다

Alex House, as a neighbourhood house, takes an assets-based approach to working in community, understanding the potential of each individual to contribute to the wellness of our shared community, regardless of what brings them through our doors for the very first time.

We are seeking a caring, mindful, passionate, and collaborative leader for the role of: **Child Care Coordinator**

Alex House is deeply committed to decolonizing our approach, looking at all of our work through a decolonizing lens.

Our team is collaborative and inspired by the Reggio Emilia approach to learning alongside the First Peoples Principles of Learning and the BC Early Learning Framework. At Alex 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.

Key Duties and Responsibilities:

Working to collaborate with the Child Care Lead team and under the general direction of the Child Care Managers and the Child Care Director, the **Child Care Coordinator** will be responsible for the overall leadership, administration and management of multiple locations including human resources, facilitating program development and liaison with community partners. They will work collaboratively with Program Supervisors, Program Leads, Child Care Manager, Child Care Director and a team of Early Childhood Educators, School Age Educators to plan, develop and deliver daily activities that support and promote the health and development of children 0-12 years of age. using the Reggio Emilia approach to learning alongside the First Peoples Principles of Learning, and the BC Early Learning Framework. Other responsibilities include developing strong relationships and communication with children, families, community partners and colleagues, while implementing high standards of quality care and supervision that promote the safety and well-being of all children.

Qualifications Required:

- Minimum 5 years' experience working with children (0-12 years of age) in a licensed child care setting, including those with special needs and their parents/guardians is an asset
- Minimum 3 years' experience in a supervisory/lead role, overseeing multiple programs/sites is an asset
- Knowledge of the BC Child Care Regulations and BC Child Care Act.



- Valid Early Childhood Educator – Infant Toddler License as asset
- Understanding of the Reggio Emilia approach to learning, the First Peoples Principles of Learning and the BC Early Learning Framework
- Strength in building and maintaining supportive and collaborative partnerships with families and community partners
- Ability to effectively mentor and supervise staff, volunteers and practicum students
- Creativity, flexibility, initiative, enthusiasm and sense of humor
- Appropriate personal and professional boundaries
- Proven sound judgement, ethical decision making, ability to stay calm under pressure
- Ability to work in a multicultural and inclusive environment
- Passion for ongoing professional development and growth
- Minimum 17.5 hours working “on the floor” alongside children and educators
- Class IV driver’s license, or willing to obtain within 4 months
- Use of personal vehicle, including some client transportation (AH mileage paid), business use insurance may be required.
- Valid First Aid Certificate

This is a regular, full-time, 40-hour position, with an annual hiring range: --\$27.48-\$34.94 (ANHBC Band is PC1) (plus \$6 WE with ECE License to practice) **Closing Date:** November 07, 2025, **Start Date:** November 10, 2025

All qualified individuals are encouraged to apply by email with subject line: Child Care Coordinator Position To: Stacey Taylor, Manager, Child Care at staylor@alexhouse.net

Position will remain open until successful candidate is found.
For more information about Alex House visit www.alexhouse.net

The Association of Neighbourhood Houses of BC 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 team and their family. **We thank and acknowledge all applicants and will proactively contact those selected for interviews.**

No phone calls please.



ASSOCIATION OF
NEIGHBOURHOOD HOUSES BC

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