



Cedar Cottage Neighbourhood House

3973 Dumfries Drive, Vancouver, BC V5N 5R3 Tel: 604 874-4231 Fax: 604 874-7169 www.cedarcottage.org

Internal / External Posting School Age Child Care Supervisor

Join Our Team!

We are seeking an enthusiastic and dedicated individual who is eager to learn and passionate about working with school age children in a licensed childcare program. The ideal candidate will have strong relationship-building skills, a collaborative spirit, and a commitment to creating welcoming spaces where children can connect, belong, and grow. At CCNH, you will work alongside a supportive team to provide high-quality programs that promote inclusion, creativity, and positive child development.

This position is well suited to individuals pursuing careers in Early Childhood Education, Child and Youth Care, Education, Social Work, Recreation, or other child- and family-focused professions.

Key Responsibilities:

- Responsible for the leadership and supervision of the program.
- Lead the staff team to plan, evaluate, and implement daily activities in line with CCNH philosophy that support and promote the holistic development of the child
- Works collaboratively with Workers, Coordinator and Director to explore and implement innovative programming
- Builds and maintains supportive and collaborative relationships with families, community partners and service providers
- Adapt to changing circumstances, handle emergencies skillfully using discretion and confidentiality
- Ensure best practices and compliance to licensing requirements and CCNH policies and procedures are met for the program

Qualifications and Skills:

- Minimum one-year experience in a leadership role working with children in a licensed or recreational setting, or 3 years working in a licensed school age childcare program
- Valid Child and Youth Care or equivalent certification, plus 20 hours Responsible Adult Training or equivalent as required by BC Childcare Licensing
- 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 experience working in a multi-cultural environment
- Experience leading others
- Have strong interpersonal skills
- Have strong written and verbal communication skills

About Cedar Cottage Neighbourhood House:

Cedar Cottage Neighbourhood House is a welcoming, community-based organization dedicated to fostering belonging, dignity, and collective well-being throughout the Kensington–Cedar Cottage neighbourhood. Since 1972, Cedar Cottage Neighbourhood House has been a leader in school-age childcare, creating safe, nurturing,



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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and engaging environments for children aged 6 to 12 during their out-of-school hours. Our programs provide opportunities for children to learn, build relationships, develop confidence, and thrive within a caring community.

Employment Terms:

- Schedule: Monday to Friday, 35hrs/week, including on-floor daily from 2:30-6:00pm and some mornings; flexible administrative hours
 - Program Hours: Regular school days are 7:30am to 9:00am and 2:30pm-6:00pm. School closure days, including winter and spring break, are 7:30am-6:00pm.
 - Type: Regular full-time
 - Wage: hourly rate of \$26.50 - \$28.39/hr (ANHBC Wage Grid C5 Step 1-3 dependent on skills and experience) plus \$6/hr Wage Enhancement for eligible Early Childhood Educators
 - Benefits: Excellent benefits package including group medical, dental, extended health and pension
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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.

Resumes and cover letter to: Cedar Cottage Neighbourhood House 3973 Dumfries St, V5N 5R3
Email: hroperations@cedarcottage.org (subject line: **Supervisor OSC**)

Closing Date: September 8, 2026

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

We are an equal opportunity employer. Must be eligible to work in Canada

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