Cedar Cottage Neighbourhood House

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

Employment Posting
Supervisor: Preschool & School Age OSC, Kensington site

Cedar Cottage Neighbourhood House is a community-based organization dedicated to creating a safe, inclusive, and engaging environment for children and families. Our School Age Program has operated since 1972 and now provides children ages 5–12 with enriching after-school care that promotes play, learning, and belonging for over 400 children in 7 community locations.

We are seeking an energetic, caring and responsible **School Age Child Care Supervisor** to join our childcare team. The ideal candidate enjoys working with children of all ages, is an effective communicator, and is passionate about creating positive experiences for children within a group setting.

About the position: The Supervisor works in ratio and leads the delivery of a licensed school age program both before and after school; in addition, the supervisor oversees, and provides leadership to, the Licensed Preschool.

Key responsibilities:

- Be familiar with current licensing regulations, policies, and is responsible to implement them as directed.
- Plan and conducts staff meetings, reviews timesheets, ensures child records are maintained and do fieldtrip and activity calendar planning.
- Work in collaboration with the Program Coordinator to plan, supervises and evaluate the work of staff, volunteers and students.
- Provide orientation to families to the program, meets with families when needed, communicates regularly with families.
- Work as a front-line childcare worker in School-Age program and as needed in preschool

About you:

- You love to imagine, collaborate and lead people – 'on the floor', in meetings, and in the community
- You have a sound knowledge of BC Child Care Licensing Regulations and can safely supervise children in both indoor and outdoor settings, with big groups and small
- You build positive relationships with children, families and staff - especially with those who may be overlooked or have extra energy.
- You work as part of a team. You believe all staff share responsibility for chores, so you assist with whatever needs doing - prepping food, sweeping floors and arranging equipment.
- You support children's emotional and social development, because you know that's the most important part of your work.
- You maintain a welcoming, inclusive and respectful environment, because everyone belongs.

Qualifications:

Minimum two years' experience in childcare; minimum one year in a leadership position; Full ECE qualification
Responsible Adult certificate; a diploma or degree in Recreation, Education or other related field an asset
Valid First Aid certificate

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Sound knowledge of the 2019 BC Early Learning Frameworks and inclusive practice.
Sound knowledge of BC Childcare Licensing Regulations and child development
Immunization record
Clear Criminal Record
Food Safe certificate an asset

Rate of Pay:	$26.50 - $28.39/hr. Depending upon qualifications (plus $6 BC Government Wage Enhancement for those with valid ECE qualifications). Benefits package included.
Terms of Employment:	35 hours per week, Monday to Friday (some split shifts required)

Please submit resumes with cover letter to hroperations@cedarcottage.org

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

Association of Neighbourhood Houses of BC (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 position. Our total compensation and benefits package reflects our commitment to our staff and their family.

We thank and acknowledge all applicants and will proactively contact those selected for interviews.

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

Revised April 2026