

Early Learning and Child Care Supervisor

Location: 500 Drury Lane, Burlington, Ontario L7R 2X2

Position Type: Full Time with benefits and a complimentary YMCA membership

Starting Salary Range: \$46,125 - \$52,275, commensurate based on experience.

Position Description:

Reporting to the General Manager of Burlington Child Care, the Early Learning and Child Care Supervisor is responsible for bringing service excellence to the department using Program guidelines set out by Ministry of Education, and YMCA standards. The Supervisor provides leadership and oversight to Casual Child Care Educators within the Hamilton, Burlington, and Brantford regions. Responsibilities include onboarding, scheduling, training and performance management. The successful candidate will be involved on association committees and training as required.

Hours of work are based on a full-time schedule, Monday to Friday with flexibility to work evenings and weekends, if required. Use of a vehicle is required in order to conduct visits and provide on-site program support when needed.

In this position, you will:

- Assess staffing needs and recruit, train and coach Casual Child Care Educators.
- Provide direct supervision of Casual Child Care Educators, ensuring Ministry and YMCA standards are met or exceeded.
- Responsible for onboarding, administrative tasks involving scheduling, performance management, training and timesheet approval.
- Develop and maintain relationships with YMCA colleagues.
- Ensure accurate records are maintained for each casual staff.
- Ensure that policies and procedures are implemented and monitored proactively.
- Travel throughout operational areas of the YMCA; access to a personal vehicle is required.
- Other duties as required.

You Bring:

- 2 years Post Secondary education in Early Childhood Education, Child and Youth Studies, or in a related field.
- A minimum of 6 months experience supervising staff or equivalent, preferred.
- Strong communication and coaching skills to influence and motivate others.
- Time management skills- must be able to plan, organize and prioritize.
- Computer skills using Microsoft Office, email and/or internet applications.
- Knowledge of Child Care and Early Years Act (CCEYA).

You Bring continued:

- Knowledge of YMCA curriculum.
- Current Standard First Aid and CPR-Level C.
- Current Police Records Check with Vulnerable Sector Screening.
- Access to reliable personal transportation to travel throughout Hamilton, Burlington, Brantford.

Interested in applying? To view and apply for positions as a current employee, please log into your UKG account and click "My Company", then "View Opportunities" in the sidebar menu.

The YMCA of Hamilton | Burlington | Brantford is committed to creating an inclusive, diverse, equitable and accessible environment. All qualified applicants will receive consideration for employment without regard to race, colour, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or neurodiversity.

We understand the social barriers preventing individuals from applying for open roles. We encourage those from the Indigenous, 2SLGBTQIA+, BIPOC, and Disabled communities to apply.

If you need any accommodation throughout the recruitment process, please do not hesitate to contact our People, Leadership and Culture Department plc@ymcahbb.ca