



WESTMINSTER CHILDREN'S AFTER SCHOOL SOCIETY

**** Internal/External Posting - Employment Opportunity ****

Westminster Children's After School Society (WCAS)
Initial work site Location: Playwest Kids (1714 8th Ave)

Position:	Team Coordinator 3
Salary:	\$ 21.70 per hour to start Extended Health and Dental Benefits after completion of Probationary Period All WCAS Facility Staff are members of the BCGEU
Placement:	November 1, 2021
Terms:	Regular Full Time - 35 hours per week Monday to Friday: 7:00am-9am & 1:00pm-6pm + additional hours as required on non-instructional days and School Breaks
Closing:	October 8, 2021

WCAS is the largest non-profit provider of Licensed child care in New Westminster and currently serves over 280 children per month between the ages of 5 and 12 years old at our 10 licensed school aged child care facilities.

Nature & Scope:

Reporting directly to the Director of Programs, the selected applicant will act as the on-site supervisor and will be responsible for: overseeing staff team, program planning for children aged 5 to 12 years, orientation of families, staff scheduling and evaluation, supply purchasing and centre maintenance, liaising with school personnel and outside agencies, centre administrative duties, and other duties as required.

The preferred candidate will have their Early Childhood Education, School Age Care Certificate or equivalent education and a minimum of two years' supervisory experience in a group child care setting. The preferred candidate will have experience working with this age group and ability to work with high needs children. It is required to have a strong philosophy and understanding of inclusiveness. Strong supervisory and leadership skills are mandatory.

Major Responsibilities:

- Provide direct supervision, guidance and strategic leadership to a staff team of 2-5 members
- To read, understand and follow all Provincial and WCAS requirements and standards and ensure Staff team is proficient in meeting and maintaining them.
- To ensure all Policies & Procedures are met and maintained
- To interact directly with the children.
- To oversee the planning and implementation of a consistent child centered program in accordance with WCAS standards.
- To establish and maintain positive daily communication with parents, children, school and WCAS staff members
- To ensure that all safety and supervision standards are implemented and maintained as per licensing and WCAS requirements.
- Daily & Monthly administrative duties such as record keeping, attendance, financial reports etc.
- To maintain confidentiality of all information related to the centre, the children, their families, and staff.
- To maintain regular attendance, punctuality and to be appropriately dressed and well groomed.

Qualifications:

- **Must have School Age Care Certification, ECE, ECEA or equivalent Courses/Degree/Certificate in child growth and development**
- Must have supervisory experience in an inclusive child care setting
- Experience working with children in a Licensed child care/recreational setting
- Experience working with children with special needs
- First Aid certificate required Level B or higher
- Completion of Grade 12-Minimum 19 years of age

Competencies:

In addition to bringing a commitment to WCAS's vision and values, and an orientation to service, the candidate should possess the following competencies:

Leadership: Motivates and inspires self and others to act to achieve desired outcomes. Leading a team in a group setting, supervision of 2 or more staff in a childcare setting.

Communication: Communicates in an effective, thorough, clear, and timely manner.

Creativity: Develops new ways or adapts existing ideas to improve programs and service.

Team Work: The ability to work with and effectively lead others to achieve optimal results.

Product Knowledge: Thorough understanding of the components required in providing quality care

Interested applicants please Fax or Email cover letter and resume to:

Director of Programs
E-mail: director@wcass.com
Fax: (604) 540-1683

WCAS is an equal opportunity employer.

****Only short-listed Candidates will be contacted****